PROFESSIONAL SERVICES AGREEMENT

THIS PROFESSIONAL SERVICES AGREEMENT is made as of this 5th day of December, 2018, between the City of Coral Gables (hereinafter called the City"), and Ceres Environmental Services, Inc., (hereinafter called the "Professional").

RECITALS

WHEREAS, the City desires to enter into an agreement with the Professional to provide Disaster Debris Removal Services ("Services"); and

WHEREAS, the City having investigated the qualifications of the Professional to perform the Services herein contemplated and found those qualifications satisfactory; and

WHEREAS, the Professional having examined the scope of the services required hereunder and having expressed desire and willingness to provide such services and having presented qualifications to the City in support of those expressed desires; and

WHEREAS, the Professional agrees to accept this Agreement upon the terms and conditions hereinafter set forth; and

NOW, THEREFORE, in consideration of the promises and the mutual covenants herein contained, the City agrees to retain the Professional for a three (3) year period to provide Disaster Debris Removal Services to the City. However, this period may be extended at the sole discretion of the City (through the City Manager) for two (2) additional two (2) year periods, subject to negotiations of rates for each renewal term of the contract, pursuant to Procurement Code Section 2-687(h)(3) entitled "Competitive Sealed Proposals; Award".

I. GENERAL PROVISIONS

This Agreement incorporates and supersedes all previous agreements, written and oral, and all prior and contemporaneous communications between the parties, regarding this subject. The City reserves the right to initiate change to any provision of this Agreement. All such changes shall be accomplished only by mutually signed Amendments.

The Professional shall perform the Services in accordance with the requirements stated in the Scope of Services, which is attached hereto and incorporated herein as Exhibit A, and as may be specifically designated and authorized by the City.

1.1 Engagement. The City agrees to engage the Professional for a period specified in paragraph 1.2, and the Professional agrees to accept such engagement and to perform such services for the City upon the terms, and subject to the conditions set forth herein.

1.2 Agreement Period. The terms of the Agreement (the "Professional Period") shall commence within ten (10) days of the execution date of the agreement and shall continue thereafter for a three (3) year period. This period may be extended upon mutual agreement between the City (through the City Manager) and the

Professional for two (2) additional two (2) year periods, subject to negotiations of rates for each renewal term of the contract, pursuant to Procurement Code Section 2-687(h)(3) entitled "Competitive Sealed Proposals; Award" or until terminated by the City upon 30 days written notice to the Professional, in accordance with the notice requirements contained in Section XIII.

1.3 Priority of Interpretation. The Code and any City resolutions take precedence over this agreement and its exhibits. This document without exhibits is referred to as the "Base Agreement." In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, or the contents or description of any task, deliverable, service, or other work, or otherwise, between the Base Agreement and the exhibits, or between exhibits, such conflict or inconsistency shall be resolved by giving precedence first to the body of this Base Agreement, and then to the exhibits according to the following priority:

a) Scope of Services – Exhibit A
b) Compensation – Exhibit B
c) City Resolution and applicable Code provisions - Exhibit C
d) City Request for Proposal ("RFP") 2018-009 – Exhibit D
e) Professional 's Response to RFP – Exhibit E
f) Insurance Certificates – Exhibit F
g) Sample Notice to Proceed (NTP) – Exhibit G
h) 2 C.F.R. s. 200.317 – s. 200.326 – Exhibit H
i) Performance and Payment Bond – Exhibit I

1.4 Duties and Responsibilities. During the Agreement Period, the Professional shall provide the Services in accordance with the requirements outlined in Exhibit A of the Agreement. No work shall commence without a written Notice to Proceed (NTP) or Purchase Order (PO) to the Professional from the Public Works Director/Designee (herein referred to as the "Contract Administrator") establishing the date on which operations outlined will commence and duration, the scope of work, and a not-to-exceed amount.

1.5 Background Investigation. The Professional agrees that all employees of the Professional may be subject to an annual Level 2 background investigation.

1.6 Polygraph Examination. The Professional agrees to submit to polygraph examinations at the request of the Contract Administrator.

1.7 Medical, Drug Screening and Check-ups. All Professionals, their employees, agents and sub consultants must satisfactorily complete the City's pre-placement medical and drug screening examinations and be certified as drug free as well as abide by the City's Drug Free Work Place Policy at Professional 's expense. The City may require that the Professional and/or their employees, agents and sub consultants performing Services for the City submit to a yearly medical and drug screen examination, at Professional's expense.

Additionally, Professional agrees that in accordance with the Drug Free Workplace Act of 1988 (Pub 1 100-690, Title V, Subtitle D) that by entering into a

contract exceeding $100,000 involving federal funding, it must comply with all Federal Drug Free Workplace requirements in accordance with the Act.

1.8 Drug Testing. The Professional agrees to submit to unannounced drug testing at the request of the Contract Administrator.

1.9 Driver's License. At City's option, the Professional must provide a valid Florida Driver's License or appropriate commercial driver's license for each employee, agent or sub consultant and be willing and able to operate any required vehicles as authorized by the City. Evidence of compliance with the Defensive Driving Course must be submitted to the City prior to operating a City vehicle or any vehicle where patrons or children are passengers. Individuals must be approved by the Risk Management Division of the City prior to the operation of a City owned vehicle and/or privately owned vehicles while conducting City business. The City reserves the right to request the employee/agent's driving record from the State of Florida, at Professional's expense.

1.10 Confidential Information. The Professional agrees that any information received by the Professional for the City and in providing Services in accordance with this Agreement which is not publicly available, shall not be revealed to any other persons, firm or organizations. The Professional further agrees that it will take reasonable measures to safeguard protected personally identifiable information and other information designated as sensitive by FEMA or is considered sensitive consistent with applicable Federal, state, and/or local laws regarding privacy and obligations of confidentiality.

1.11 Most Favored Public Entity. The Professional represents that the prices charged to City in this Agreement do not exceed existing prices to other customers for the same or substantially similar items or services for comparable quantities under similar terms and conditions. If Professional's prices decline, or should Professional, at any time during the term of this Agreement, provide the same goods or services to any other customer at prices below those set forth herein, then such lower prices shall be immediately extended to the City.

II. PROFESSIONAL SERVICES

2.1 Basic Services. The duties and responsibilities are outlined in Section 1.4 of the Agreement.

2.2 Reporting. The Professional shall comply with the necessary reporting requirements as outlined by the Contract Administrator for review. In addition, the Professional shall submit a monthly report to the Contract Administrator, which shall include detailed information regarding the activities of the Professional during the previous month.

2.3 Availability of Professional. The Professional shall make all documents available 24 hours a day, 7 days a week, 365 days a year, in order to satisfy the City's emergency demands for continued, non-interrupted service.

III. COMPENSATION

3.1 Basic Compensation. In full consideration of the Services of the Professional hereunder, the Professional shall be paid in accordance with the Compensation Schedule attached hereto and incorporated herein as Exhibit B. The City reserves the right to contract with the Professional for additional services, not originally outlined in Exhibit A. Additional services shall be compensated at rates stipulated in Exhibit B. Reimbursement for equipment, material and for subcontracted services not stipulated in Exhibit B shall be included in the formal written proposal for additional services and will be considered on a case-by-case basis. If applicable, the additional services shall be added to the agreement via a mutually signed Amendment. Any increase in the agreed upon amount shall be approved by the Procurement Division or designee, and shall be in accordance with applicable City, State, and Federal regulations.

3.2 Expenses. As part of, and in addition to the basic compensation described in this Agreement, the City shall provide the Professional with no additional compensation for any services performed in fulfilling the requirements of this Agreement. All additional requested expenses must be pre-approved through the Contract Administrator.

3.3 **Not to Exceed (for Time and Material).** Time and material work assignments shall be conducted through the initial push following a disaster, unless otherwise agreed in writing. The maximum contract sum payable by the City to Professional for Services performed under time and material work assignments shall not exceed the dollar amount stipulated in the Notice to Proceed (NTP) or Purchase Order (PO). The not-to-exceed amount may be adjusted depending on the severity of the disaster. In such case, the NTP/PO will be amended accordingly in writing by the City (through the Contract Administrator). If Professional continues working after reaching the not-to-exceed amount, it will proceed at its own risk.

IV. INDEPENDENT CONTRACTOR AND PROFESSIONAL HOLD HARMLESS PROVISIONS

4.1 Independent Contractor and Professional. The Professional acknowledges entering into this Agreement as an independent Contractor and Professional, and that the Professional shall therefore be responsible for the deposit and payment of any Federal Income Taxes, FICA, Unemployment Taxes or any similar fees or taxes that become due, and shall be responsible for the collection and payment of all withholdings, contributions and payroll taxes relating to Professional's services, or those of employees of the Professional. The City shall not withhold from sums payable to the Professional , any amount whatsoever for Federal Income Taxes, FICA, Unemployment Insurance Taxes or any similar fees or taxes. The Professional, their employees or agents, will not be considered an employee of the City or entitled to participate in plans, distributions, arrangements or other benefits extended to City employees.

4.2 Agency. Nothing herein shall imply or shall be deemed to imply an agency relationship between the City and Professional.

4.3 Professional warrants that it fully complies with all Federal Executive Orders, statutes and regulations regarding the employment of undocumented workers

and others and that all employees performing work under this Agreement meet the citizenship or immigration status requirements set forth in Federal Executive Orders, statutes and regulations. Professional shall indemnify, defend, and hold harmless City, its officers and employees from and against any sanctions and any other liability which may be assessed against Professional or City in connection with any alleged violation of any Federal statutes or regulations pertaining to the eligibility for employment of any persons performing work hereunder.

4.4 The employees and agents of each party, shall while on the premises of the other party, comply with all rules and regulations of the premises, including, but not limited to, security requirements.

4.5 Indemnification and Hold Harmless. To the fullest extent permitted by laws and regulations, the Professional shall defend, indemnify, and hold harmless the City, its elected and appointed officials, attorneys, administrators, consultants, agents, and employees from and against all claims, damages, losses, and expenses direct, indirect, or consequential (including but not limited to fees and charges of attorneys and other Professional's and court and arbitration costs) arising out of or resulting from the performance of the work and caused in whole or in part by either (i) any willful, intentional, reckless, or negligent act or omission of Professional , any sub consultant, or any person or organization directly or indirectly employed by any of them to perform or furnish any of the work or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder and regardless of the negligence of any such indemnified party, or (ii) any willful, intentional, reckless, or negligent act or omission of any individual or entity not a party to this agreement, or (iii) any negligent act or omission of the City or the City's officers, agents, or employees. The parties expressly agree that this provision shall be construed broadly, and Professional's obligations to pay for the City's legal defense hereunder shall arise and be fully enforceable when Professional (or any sub consultant or any person or organization directly or indirectly employed by Professional) is alleged to have acted willfully, intentionally, recklessly, or negligently in the performance of the work required under this Agreement. Any failure of Professional to comply with the terms of this provision shall be deemed a material breach of this Agreement and may subject Professional to debarment from consideration for future award of city contracts pursuant to Section 2-912(b)(4) of the City of Coral Gables Code of Ordinances. This provision shall survive termination of the Agreement.

4.5.1 In any and all claims against the City or any of its elected and appointed officials, consultants, agents, or employees by any employee of Professional , any sub consultant, any person or organization directly or indirectly employed by any of them to perform or furnish any of the work or anyone for whose acts any of them may be liable, the indemnification obligation under the above paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for Professional or any such sub consultant or other person or organization under workers' or workman's compensation acts, disability benefit acts, or other employee benefit acts. Moreover, nothing in this Indemnification and Hold Harmless provision shall be considered to increase or otherwise waive any limits of liability, or to waive any immunity, established by Florida Statutes, case law, or any other source of law.

V. INSURANCE

5.1 Without limiting Professional's indemnification of the City, and during the term of this Agreement, Professional shall provide and maintain at its own expense the below described programs of insurance. Such programs and evidence of insurance shall be satisfactory to the City and shall be primary to and not contributing with any other insurance or self-insurance program maintained by the City. Certificates or other evidence of coverage shall be delivered to:

City of Coral Gables
Insurance Compliance
P.O. Box 100085 – CE
Duluth, GA 30096

Such certificates or other evidence of coverage shall be delivered prior to commencing performance under this Agreement, and shall specifically identify this Agreement, and shall contain the express condition that the City is to be given advance written notice by receipted delivery at least thirty (30) days in advance of any cancellation, non-renewal or material change of the insurance policy.

a. **Comprehensive general liability insurance** with broad form endorsement or equivalent, including automobile liability, completed operations and products liability, contractual liability, severability of interests with cross liability provision, and personal injury and property damage liability with limits no less than $1,000,000 per occurrence for bodily injury and property damage, and $2,000,000 in the aggregate. Said policy or policies shall name City as additional insured on a primary and non-contributory basis and shall reflect the hold harmless provision contained herein.

b. **Worker's Compensation Insurance** for all employees of Professional as required by Florida Statutes Section 440, and employer's liability insurance with limits not less than, $1,000,000

c. **Automobile Liability insurance** covering all owned, non-owned and hired vehicles used in connection with the performance of the work in an amount not less than $1,000,000 combined single limit per occurrence for bodily injury and property damage.

d. Other (or increased amounts of) insurance which City shall from time to time deem advisable or appropriate. Such new or additional insurance to be effective as of the sooner of ninety (90) days after notice thereof or the next annual renewal of any policy being increased (as applicable).

e. All policies shall contain waiver of subrogation, against City where applicable, and shall expressly provide that such policy or policies are primary over any other collective insurance the City may have.

f. All of the above insurance is to be placed with insurance companies with an A.M. Best or equivalent rating of "A-", "VI" or better, qualified to do business under laws of the State of Florida.

g. Except for Worker's Compensation and Professional Liability, the City shall be named as an additional insured on a primary and non-contributory basis under such policies. Said policies shall contain a "severability of interest or "cross liability" clause without obligation for premium payment of the City. The City reserves the right to request a copy of required policies for review.

h. All insurance policies shall provide for thirty (30) days [ten (10) days for non-payment of premium] advance written notice to City prior to cancellation, non-renewal or material change.

i. The Professional shall furnish Certificates of Insurance to the Risk Management Department prior to the commencement of operations or policy termination, which certificates shall clearly indicate that the City is named as and additional insured on a primary and non-contributory basis and that the Professional has obtained insurance in the type, amount and classification required for strict compliance with this Section and that no material change, cancellation or non-renewal of this insurance shall be effective without thirty (30) days advance written notice to the City.

5. 3 Failure on the part of the Professional to obtain and maintain all required insurance coverage is a material breach upon which the City may, in its sole discretion, immediately suspend Professional's performance or terminate this Agreement.

VI. SOVEREIGN IMMUNITY

6. The Professional acknowledges that the Florida Doctrine of Sovereign Immunity bars all claims by Professional against the City other than claims arising out of this Agreement. Specifically, the Professional acknowledges that it cannot and will not assert any claims against the City, unless the claim is based upon a breach by the City of this Agreement. The Professional acknowledges that this Agreement in no way estops or affects the CITY's exercise of its regulatory authority. In addition, the CITY retains the full extent of its sovereign immunity in relation to the exercise of its regulatory authority. The PROFESSIONAL acknowledges that it has no right and will not make claim based upon any of the following:

a. Claims based upon any alleged breach by the CITY of implied warranties or representations not specifically set forth in this Agreement, as the parties stipulate that there are no such implied warranties or representations of the CITY. All obligations of the CITY are only as set forth in this Agreement;
b. Claims based upon negligence or any tort arising out of this Agreement;
c. Claims upon alleged acts or inaction by the City, its commissioners, attorneys, administrators, consultants, agents, or any CITY employee;
d. Claims based upon an alleged waiver of any of the terms of this Agreement unless such waiver is in writing and signed by an authorized representative for the CITY and PROFESSIONAL.

VII. STANDARD OF CARE

7.1 The Professional shall exercise the same degree of care, skill, and diligence in the performance of the Services as is ordinarily provided by a comparable

Professional under similar circumstances and the Professional shall, at no additional cost to the City, re-perform services which fail to satisfy the foregoing standard of care.

7.2 The Professional warrants that all services shall be performed by skilled and competent personnel to the highest Professional standards in the field.

7.3 The parties acknowledge that PROFESSIONAL was selected by the City, in part, on the basis of the qualifications of particular staff identified in the PROFESSIONAL's response to the City's solicitation. The PROFESSIONAL shall ensure that this staff is available for work hereunder as long as the staff is employed by the PROFESSIONAL. Throughout the term of the agreement, the City reserves the right to approve/reject the re-designation of any of the PROFESSIONAL's staff assigned to the City.

VIII. NON-DISCRIMINATION

8.1 EEO and ADA: The Professional must be and remain in compliance with all local, state and federal Equal Employment Opportunity (EEO) and American Disabilities Act (ADA) requirements.

Pursuant to CFR s.60-1.4, during the performance of this contract, the Professional agrees as follows:

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Professional will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Professional agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

(2) The Professional will, in all solicitations or advertisements for employees placed by or on behalf of the Professional, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The Professional will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an

investigation conducted by the employer, or is consistent with the Professional's legal duty to furnish information.

(4) The Professional will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the Professional's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The Professional will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The Professional will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the Professional's non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the Professional may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The Professional will include the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Professional will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the Professional becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the Professional may request the United States to enter into such litigation to protect the interests of the United States.

(b) Federally assisted construction contracts.

During the performance of this contract, the Professional agrees as follows:

(1) The Professional will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Professional will take affirmative action to ensure that applicants are employed, and that employees are treated during employment

without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Professional agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The Professional will, in all solicitations or advertisements for employees placed by or on behalf of the Professional, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The Professional will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the Professional's legal duty to furnish information.

(4) The Professional will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Professional's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The Professional will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The Professional will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the Professional's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Professional may be declared ineligible for further Government contracts or

federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The Professional will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Professional will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a Professional becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the Professional may request the United States to enter into such litigation to protect the interests of the United States.

8.2 It is understood that the Professional shall not discriminate against any employee in the performance of the contract with respect to hire, tenure, terms, conditions or privileges of employment, or any other matter directly or indirectly related to employment because of age, marital status, race, color, religion, national origin, sex, or disability.

8.3 City Policy Regarding Conduct. All Professionals, their employees, agents and sub consultants must abide by the City's policies regarding conduct. Discrimination, harassment, and/or violations of City policies will not be tolerated and are grounds for termination of the Agreement without harm to the City or its employees.

8.4 (As per Executive Order 11246) The Professional may not discriminate against any employee or applicant for employment because of age, race, color, creed, sex, disability or national origin. The Professional agrees to take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their age, race, color, creed, sex, disability or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training including apprenticeship.

8.5 **Davis-Bacon Act:** The Professional agrees to comply with all provisions of the Davis Bacon Act as amended (40 U.S.C. 3141-3148). All Professionals are required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, Professional must be required to pay wages not less than once a week. If the grant award contains Davis Bacon provisions, the City will place a copy of the current prevailing wage determination issued by the Department of Labor in the solicitation document. The decision to award a contract shall be conditioned upon the acceptance of the wage determination.

8.6 **Compliance with the Copeland "Anti-kickback" Act**:
(1) Contractor. The contractor shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into this contract.
(2) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clause above and such other clauses as the FEMA may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.
(3) Breach. A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. § 5.12.

IX. CONFLICT OF INTEREST

9.1 The Professional represents that it has provided a list of all current clients subject to the jurisdiction of the City. Any potential or actual conflict between private interests and responsibilities under this Agreement shall be immediately disclosed to the City. The Professional agrees that it will not enter into any agreements during the term of this Agreement to provide services for any person or corporation who applies for a permit or other development approval from the City. Upon request of the Professional, and full disclosure of the nature and extent of the proposed representation, the City Manager or his designee shall have the authority to authorize such representation during the term of this Agreement.

X. CONFIDENTIALITY

10.1 Subject to the requirements of Chapter 119 of the Florida Statutes, no reports, information, computer programs, documentation, and/or data given to or prepared or assembled by the Professional under this Agreement shall be made available to any individual or organization by the Professional without prior written approval of the City.

XI. OWNERSHIP OF DOCUMENTS

11.1 Any and all documents, records, disks, or other information shall become the property of the City for its use and/or distribution as may be deemed appropriate by the City.

XII. TRUTH-IN-NEGOTIATION CERTIFICATE

12.1 Execution of this Agreement by the Professional shall act as the execution of a truth-in-negotiation certificate certifying that the wage rates and costs used to determine the compensation provided for in this Agreement are accurate, complete, and current as of the date of the Agreement.

12.2 The said rates and costs shall be adjusted to exclude any significant sums should the City determine that the rates and costs were increased due to inaccurate, incomplete, or noncurrent wage rates or due to inaccurate representations of

fees paid to outside consultants. The City shall exercise its rights under this "Certificate" within one (1) year following payment.

XIII. NOTICE

13.1 Any notice, request, instruction or other document required or permitted to be given hereunder by either party hereto to the other shall be in writing, and delivered personally, or sent by certified or registered mail, postage prepaid, return receipt requested, to the address set forth for such party at the bottom of this Agreement. Any notice so given shall be deemed received when personally delivered or three (3) business days after mailing. Any party may change the address to which notices are to be sent by giving notice of such change of address to the other party in the manner herein provided for giving notice. Notice as to the City of Coral Gables shall be to:

City Manager
City of Coral Gables
405 Biltmore Way
Coral Gables, FL 33134

cc: City Attorney

Notice as to the Professional shall be to:

Ceres Environmental Services, Inc.
Attention: Dawn Brown
6968 Professional Parkway East
Sarasota, FL 34240
Tel. (800) 218-4424
Mobile: (612) 578-0316
Email: dawn.brown@ceresenv.com

XIV. DEFAULT AND TERMINATION

14.1 The City may terminate this Agreement for convenience at any time by providing thirty (30) days written notice to the Professional. In the event of a termination for convenience, the Professional shall be paid for all services performed through the date of termination (subject to applicable setoff rights) and the Professional shall not be entitled to any other compensation or damages from the City.

In the event of a termination for cause, due to the Professional's failure to perform in accordance with the terms of this Agreement or the Professional 's repudiation of this Agreement by word or conduct, the City may immediately terminate the Agreement, if after notifying the Professional in writing, the Professional does not correct the deficiencies to the satisfaction of the City within seventy-two (72) hours of such notice. Such notice shall provide reasonable specificity to the Professional of the deficiency that requires correction. If the deficiency is not corrected within such time period, the City may either (1) immediately terminate the Agreement or (2) take whatever action is deemed appropriate to correct the deficiency. In the event the City chooses to take action and not terminate the Agreement, the Professional shall, upon

demand, promptly reimburse the City for any and all costs and expenses incurred by the City in correcting the deficiency.

If the City terminates the Agreement, the City shall notify the Professional of such termination in writing, with instruction to the effective date of termination or specify the state of work at which the Agreement is to be terminated. Upon receipt of a final termination or suspension notice, Professional shall proceed promptly to carry out the actions required in such notice.

The Professional shall be paid any sums otherwise due and owing under this Agreement only after City has completed the work called for by this Agreement with other forces, and has deducted the cost of such work, and any other damages payable to City, from any contract balance otherwise due and owing to the Professional under this Agreement. If, after notice of termination for cause, it is determined for any reason that Professional was not in default, the rights and obligations of the City and the Professional shall be the same as though the termination had been a termination for convenience. In no event shall the City be liable to Professional for lost profits on any work not performed, overhead, or any other type of consequential, special or indirect damages, and Professional hereby waives the same. Professional may terminate this Agreement due to the City's failure to comply with the material terms of this Agreement after giving City thirty (30) days written notice of its purported default and a reasonable opportunity to cure. Upon termination of this Agreement, all schematics, designs, plans, specifications, documents, records, disks, or other information (including electronic copies) produced or developed by Professional or sub consultants, whether finished or not, shall become City property. Failure to timely deliver the documentation shall be cause to withhold any payments due, without recourse by the Professional, until all documentation is delivered to the City.

XV. UNCONTROLLABLE FORCES

15.1 Neither the City nor Professional shall be considered to be in default of this Agreement if delays in or failure of performance shall be due to Uncontrollable Forces, the effect of which, by the exercise of reasonable diligence, the nonperforming party could not avoid. The term "Uncontrollable Forces" shall mean any event which results in the prevention or delay of performance by a party of its obligations under this Agreement and which is beyond the reasonable control of the nonperforming party. It includes, but is not limited to, fire, flood, earthquake, storm, lighting, epidemic, war, riot, civil disturbance, sabotage, and governmental action.

15.2 Neither party shall, however, be excused from performance if nonperformance is due to forces which are preventable, removable, or remediable, and which the nonperforming party could have, with the exercise of reasonable diligence, prevented, removed, or remedied with reasonable dispatch. The nonperforming party shall, within a reasonable time of being prevented or delayed from performance by an uncontrollable force, give written notice to the other party describing the circumstances and uncontrollable forces preventing continued performance of the obligations of this Agreement.

XVI. MODIFICATION

16.1 This Agreement may not be amended or modified unless in writing and signed by both parties. In order to be eligible for FEMA assistance under a FEMA grant or cooperative agreement, the cost of a change, modification, or change order must be allowable, allocable, within the scope of its grant or cooperative agreement, and reasonable for the completion of the scope. A cost or price analysis shall be performed when making contract modifications.

XVII. ASSIGNMENT AND SUBCONTRACTING

17.1 This Agreement and the rights of the Professional and obligations hereunder may not be assigned, delegated or subcontracted by the Professional without the express prior written consent of the City. Any assignment, delegation or subcontract without such express prior written consent shall be null and void and shall constitute a material breach of this Agreement, upon which the City may immediately terminate the Agreement in accordance with the provisions of paragraph 13.1 (Termination by Default). The City may assign its rights, together with its obligations hereunder.

XVIII. AUDITS

18.1 The Professional shall maintain accurate and complete financial records of its activities and operations relating to this Agreement in accordance with generally accepted accounting principles. Professional shall maintain adequate records to justify all charges and costs incurred in performing the services for at least three (3) years after completion of this Agreement. Professional shall also maintain accurate and complete employment and other records relating to its performance of this Agreement. Professional agrees that City, or its authorized representatives, the Government Accountability Office, the Comptroller General of the United State, FEMA or any of their duly authorized representatives, shall have access to and the right to examine, audit, excerpt, copy or transcribe any pertinent transaction, activity, or records relating to this Agreement. All financial records, timecards and other employment records, and proprietary data and information shall be kept and maintained by Professional and made available to the City during the terms of this Agreement and for a period of three (3) years from the date set forth in 2 CFR §200.333. All such materials shall be maintained by Professional at a location in Miami-Dade County, Florida, provided that if any such material is located outside Miami-Dade County, then, at City's option Professional shall pay City for travel, per diem, and other costs incurred by City to examine, audit, excerpt, copy or transcribe such material at such other location. The City shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal working business hours at the Professional's place of business.

In the event that an audit is conducted by Professional specifically regarding this Agreement by any Federal or State auditor, or by any auditor or accountant employed by Professional, then Professional shall file a copy of the audit report with the City's Auditor within thirty (30) days of Professional's receipt thereof, unless otherwise provided by applicable Federal or State law. City shall make a reasonable effort to maintain the confidentiality of such audit report(s).

Failure on the part of Professional to comply with the provisions of this Paragraph shall constitute a material breach upon which the City may terminate or suspend this Agreement.

18.2 City Audit Settlements. If, at any time during or after the term of this Agreement, representatives of the City conduct an audit of Professional regarding the work performed under this Agreement, and if such audit finds that City's dollar liability for any such work is less than payments made by City to Professional, then the difference shall be either repaid by Professional to City by cash payment upon demand or, at the sole option of City, deducted from any amounts due to Professional from City. If such audit finds that City's dollar liability for such work is more than the payments made by City to Professional, then the difference shall be paid to Professional by cash payment.

XIX. AVAILABILITY OF FUNDS

19.1 The obligations of the City under this Agreement are subject to the availability of funds lawfully appropriated for its purpose by the City Commission.

XX. COMPLIANCE WITH LAWS

20.1 In performance of the Services, the Professional will comply with applicable regulatory requirements, including federal, state, special district, and local laws, rules, regulations, orders, codes, criteria, and standards. It shall be the responsibility of the Professional to obtain and maintain, at no cost to the City, any and all license and permits required to complete the Services provided pursuant to this Agreement.

20.2 Conflict of Interest. Professional covenants that no person employed by the Professional which exercises any functions or responsibilities in connection with this Agreement has any personal financial interests direct or indirect with the City. Professional further covenants that, in the performance of this Agreement, no person having a conflicting interest shall be employed. Any such interests on the part of Professional or its employees must be disclosed in writing to City.

Professional is aware of the conflict of interest code of the City of Coral Gables, the Conflict of Interest and Code of Ethics of Miami-Dade County, Florida, Section 2-11.1 et seq., and the Ethics Laws of the State of Florida, and agrees that it shall fully comply in all respects with the terms of said laws.

20.3 Clean Air Act.

a. The Professional agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.

b. The Professional agrees to report each violation to the City and understands and agrees that the City will, in turn, report each violation as required to assure notification to the State of Florida, Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

c. The Professional agrees to include these requirements in each subcontract exceeding $150,000 financed in whole or in part with Federal assistance provided by FEMA.

20.4 Federal Water Pollution Control Act.

a. The Professional agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.

b. The Professional agrees to report each violation to the City and understands and agrees that the City will, in turn, report each violation as required to assure notification to the State of Florida, Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

c. The Professional agrees to include these requirements in each subcontract exceeding $150,000 financed in whole or in part with Federal assistance provided by FEMA."

20.5 Federal Suspension and Debarment. This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the Professional is required to verify that none of the contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

a. The Professional must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

b. This certification is a material representation of fact relied upon by the City. If it is later determined that the Professional did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the State of Florida and the City, the Federal Government may pursue available remedies, including but not limited to suspension and/ or debarment.

c. The Professional agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The Professional further agrees to include a provision requiring such compliance in its lower tier covered transactions."

20.6 Byrd Anti-Lobbying Amendment. Professionals who apply or bid for an award of $100,000 or more shall file the required certification. Each tier certifies to the tier above 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. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

20.7 Compliance with Federal Law, Regulations, and Executive Orders. This is an acknowledgement that FEMA financial assistance will be used to fund the contract only. The Professional will comply will all applicable federal law, regulations, executive orders, FEMA policies, procedures, and directives, including those set forth in Exhibit G.

20.7.1 Contract Work Hours and Safety Standards. The Professional agrees to abide by all mandatory requirements of 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5), as set forth in Schedule L to the procurements and incorporated herein. Additionally, the Profession agrees that the mandatory requirements of Schedule L will be incorporated in any subcontract agreements related to this Contract.

20.8 Fraud and False or Fraudulent or Related Acts. The Professional acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Professional's actions pertaining to this agreement.

20.9 UTILIZATION OF MINORITY / WOMEN'S / LABOR SURPLUS FIRMS The Professional must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible, in accordance with 2CFR 200.321. If subcontracts are to be let, prime contractor will require compliance by all sub-contractors. Prior to contract award, the contractor shall document efforts to utilize M/WBE firms including what firms were solicited as suppliers and/or subcontractors as applicable and submit this information with their bid submittal. Information regarding certified M/WBE firms can be obtained from:

Florida Department of Management Services (Office of Supplier Diversity)
Florida Department of Transportation
Minority Business Development Center in most large cities and
Local Government M/DBE programs in many large counties and cities

20.10 Energy Policy and Conservation Act (43 U.S.C. §6201) The Professional shall comply with mandatory standards and policies relating to energy efficiency, stating in the state energy conservation plan issued in compliance with the Energy Policy and Conservation act. (Pub. L. 94-163, 89 Stat. 871) [53 FR 8078, 8087, Mar. 11, 1988, as amended at 60 FR 19639, 19645, Apr. 19, 1995].

XXI. FEDERAL AND STATE TAXES

21.1 The City is exempt from Federal Tax and State Sales and Use Taxes. Upon request, the City will provide an exemption certificate to the Professional. The Professional shall not be exempted from paying sales tax to its suppliers for materials to fulfill the contractual obligations with the City, nor shall the Professional be authorized to use the City's Tax Exemption Number in securing such materials.

XXII. SUCCESSORS AND ASSIGNS

22.1 The City and the Professional each binds itself and its partners, successors, assigns, and legal representatives to the other party to this Agreement and to its partners, successors, executors, administrators, assigns, and legal representatives. The Professional shall not assign this Agreement without the express written approval of the City via executed amendment.

XXIII. CONTINGENT FEES

23.1 The Professional warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Professional, to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Professional, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement.

XXIV. ENTIRETY OF AGREEMENT

24.1 The City and the Professional agree that this Agreement sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. This Agreement supersedes all prior agreements, contracts, proposals, representations, negotiations, letters, or other communications between the City and the Professional pertaining to the Services, whether written or oral. None of the provisions, terms, and conditions contained in this Agreement may be added to, modified, superseded, or otherwise altered, except by written instrument executed by the parties hereto.

XXV. COUNTERPARTS

25.1 This Agreement may be executed simultaneously in several counterparts, each of which will be an original, but all of which together will constitute one and the same instrument.

XXVI. WAIVER

26.1 A waiver by either the City or the Professional of any breach of this Agreement shall not be binding upon the waiving party unless such waiver is in writing. In the event of a written waiver, such a waiver shall not affect the waiving party's rights with respect to any other or further breach. The making or acceptance of a payment by either party with knowledge of the existence of a default or breach shall not operate or be construed to operate as a waiver of any subsequent default or breach.

XXVII. SEVERABILITY, SURVIVAL

27.1 If any provision of this Agreement is found to be void and unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall nevertheless be binding upon the parties with the same effect as though the void or unenforceable provision had been severed and deleted.

XXVIII. GOVERNING LAW AND VENUE

28.1 The laws of the State of Florida shall govern this Agreement. Any and all legal action necessary to enforce the Agreement will be held in Miami-Dade County, and the Agreement will be interpreted according to the laws of Florida.

28.2 The invalidity, illegality, or unenforceability of any provision of this Agreement, or the occurrence of any event rendering any portion or provision of this Agreement void, shall in no way effect the validity or enforceability of any other portion or

provision of the Agreement. Any void provision shall be deemed severed from the Agreement, and the balance of the Agreement shall be construed and enforced as if the Agreement did not contain the particular portion or provision held to be void. The parties further agree to reform the Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision.

28.3 The provisions of this section shall not prevent the entire Agreement from being void should a provision, which is of the essence of the Agreement, be determined to be void.

XXIX. TIME IS OF THE ESSENCE

29.1 Time is of the Essence. If any anticipated or actual delays arise, Professional shall immediately so notify the City. Regardless of notice if services or deliveries are not made at the time agreed upon, the City may, at its sole discretion, terminate this Agreement and proceed pursuant to Paragraph 14.1 (Termination by Default).

XXX. WAIVER OF TRIAL BY JURY

30.1 THE PARTIES TO THIS AGREEMENT HEREBY AGREE TO EXHAUST ALL ADMINISTRATIVE REMEDIES BEFORE FILING A LAWSUIT IN CIVIL COURT TO RESOLVE THE DISPUTE. CITY AND PROFESSIONAL HEREBY KNOWINGLY, IRREVOCABLY, VOLUNTARILY AND INTENTIONALLY WAIVE ANY RIGHT EITHER MAY HAVE TO A TRIAL BY JURY IN RESPECT OF ANY ACTION, PROCEEDING OR COUNTERCLAIM BASED UPON THE AGREEMENT, OR ARISING OUT OF, UNDER, OR IN CONNECTION WITH, THE SERVICES TO BE PROVIDED, OR ANY COURSE OF CONDUCT, COURSE OF DEALING, STATEMENTS (WHETHER VERBAL OR WRITTEN), OR ACTIONS OF ANY PARTY.

XXXI. FLORIDA PUBLIC RECORDS LAW
FLORIDA STATUTES CHAPTER 119, *et seq.*

31.1 Records subject to the provisions of Public Record Law, Florida Statutes Chapter 119, shall be kept and maintained in accordance with such Statute. Supplier acknowledges that records and books, not subject to exemption under Chapter 119, may be disclosed and/or produced to third parties by the City in accordance with requests submitted under Chapter 119 or court orders without penalty or reprisal to the City for such disclosure and/or production. Supplier also agrees to assert, in good faith, any relevant exemptions provided for under Chapter 119 for records in its possession on behalf of the City. Furthermore, Supplier agrees to comply with the provisions outlined in Section 119.0701 of the Florida Statutes, the requirements of which are incorporated herein.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 305-460-5210, cityclerk@coralgables.com, 405 Biltmore Way, First Floor, Coral Gables, FL 33134.

XXXII. ACCESS TO WORKSITE

32.1 The Professional agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the agreement.

XXXIII. DHS SEAL, LOGO, AND FLAGS

33.1 The Professional shall not use the Department of Homeland Security (DHS) seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA preapproval.

XXXIV. NO OBLIGATION BY FEDERAL GOVERNMENT

34.1 The Federal Government is not a party to this agreement and is not subject to any obligations or liabilities to the non-Federal entity, Professional, or any other party pertaining to any matter resulting from the contract.

XXXV. WAIVER OF CONSEQUENTIAL DAMAGES

35.1 Professional waives claims against the CITY for consequential damages arising out of or related to this Agreement or its performance including, but not limited to, damages for lost income, profit, lost bonding capacity, financing, business and reputation, or for loss of management or labor productivity, damages incurred for principal office expenses, including the compensation of personnel stationed there, and for anticipated profit on any work not performed by Professional.

XXXVI. PROCUREMENT OF RECOVERED MATERIALS

36.1 Professional must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

XXXVII. PERFORMANCE AND PAYMENT BOND

37.1 The Professional shall post a Payment and Performance Bonds from a Corporate Surety, which is satisfactory to the City as security for the performance and prompt payment to all persons supplying labor and material in the execution of the work to be performed under this Agreement and on any and/or all duly authorized modifications hereof. A bond will be posted upon issuance of a Notice to Proceed (NTP) or Purchase Order and shall be a sum equal to one hundred percent (**100%**) of the contract amount (as indicated on the NTP or PO), plus adjustments thereto, unless otherwise specified. The bond shall be in force for a period of not less than one (1) year

from the date of original execution by the Bond Surety. The bond may be in the form of a Cash Bond or Surety bond written through an approved, reputable, and responsible company authorized to do business in the State of Florida. Attorneys-in-fact who sign bid bonds or contract bonds must file with such bond a certified copy of power of attorney to sign said bond.

37.2 Payment and Performance Bonds must be filed by the Professional with the Procurement Division, as set forth here within this section in form and with corporate surety satisfactory to the City Manager and City Attorney, conditioned upon the performance of the work in accordance with this Agreement, RFP 2018-001, and the Scope-of-Services/Work contained therein, and for the payment of all persons performing labor and furnishing equipment or materials in connection with this Agreement and indemnifying said City of Coral Gables from any expense, loss, or cost arising from and out of the improper performance of said Agreement.

XXXVIII. HEADINGS

38.1 The headings contained in this Agreement are for reference purposes only and shall not affect the meaning or interpretation of the Agreement.

REMAINDER PAGE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

Approved as to Insurance:

David J. Ruiz
Risk Management Division

Approved by Department Head
or head of negotiations team as to
the negotiated business terms

Hermes Diaz, P.E.
Interim Director, Public Works

Approved as to compliance with
Applicable Procurement Requirements:

Celeste S. Walker
Assistant Finance Director for Procurement

Approved as to Funds Appropriation:

Diana M. Gomez,
Finance Director

AS TO CITY:

Peter J. Iglesias, P.E.
City Manager

Eduardo Santamaria, P.E.
Assistant City Manager

ATTEST:

Walter J. Foeman
City Clerk

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

Miriam Soler Ramos, Esq.
City Attorney

ATTEST:

Print Name: SUZAN DUNLOP NOTARY

(SEAL)

SUZAN DUNLOP
Notary Public – State of Florida
Commission # GG 134833
My Comm. Expires Aug 15, 2021
Bonded through National Notary Assn.

(OR)
WITNESSES (2):

Print Name:

Print Name:

CERES ENVIRONMENTAL SERVICES INC

CORPORATE SECRETARY

Print Name: TIA LAURIE

EXHIBIT A
SCOPE OF SERVICES

SECTION 2

Request for Proposals (RFP) No. 2018-009

2.0 SCOPE OF SERVICES/WORK

2.1. PURPOSE

The City of Coral Gables, Florida ("City") is soliciting proposals for **Disaster Debris Removal Services** ("Services") from a qualified and experienced professional firm ("Proposer"), readily available to provide the services outlined in this solicitation, in accordance with Federal Emergency Management Agency (FEMA) policies, procedures, and directives; Federal law, regulations, and executive orders; and State / Local law and regulations.

In providing the services solicited here in, the Successful Proposer shall adhere to the latest applicable FEMA policies, procedures, and directives, such as the FEMA Public Assistance Program and Policy Guide (PAPPG) FP 104-009-2 / January 2018 as may be amended, updates or replaced from time-to-time. The Proposer shall also adhere to applicable Federal law, regulations, and executive orders; and State / Local law and regulations.

The decision to initiate the Successful Proposer's services will be determined by the City on an event-by-event basis, and is dependent upon, among other factors, the amount and extent of debris requirement removal. The City reserves the right, at its sole discretion, to perform any task contained in this solicitation.

2.2. SCOPE

As it may be tasked by the City in writing in accordance with the contracted unit prices, Successful Proposer shall provide all expertise, personnel, processes, tools, materials, equipment, transportation, supervision and all other services and facilities of any nature necessary to execute, complete and deliver the timely clearing, removal and disposal of all eligible and if specifically tasked in writing, non-eligible, disaster generated debris.

The term "eligible," as used herein, means qualifying for emergency funding and meeting the most current stipulated requirements of the Public Assistance Program, and all applicable State and Federal disaster specific guidance and policies, and the policies of the Federal Highway Administration (hereinafter referred to as FHWA). The availability of Additional Services as described herein is also desired.

The City will direct all actions to secure necessary permissions, waivers and Right of Entry (ROE) Agreements from real property owners and / or Homeowner Associations (HOA) as required for the lawful removal of debris and/or demolition of structures from real properties. All such actions will be consistent with Federal requirements applicable to the emergency event.

The term, "Debris", as used herein, includes all forms of emergency-generated debris, such as:

- **Vegetative Debris** includes whole trees, stumps, trunks, branches, limbs, and other leafy material;
- **Construction and Demolition Debris (C&D)** includes components of buildings and structures, such as lumber and wood, gypsum wallboard, glass, metal, roofing material, tile, carpeting and other floor coverings, window coverings, pipe, concrete, asphalt, equipment, furnishings, and fixtures;
- **Hazardous Waste (HW)** is a waste that appears on one of the four hazardous waste lists in Title 40 of the Code of Federal Regulations (CFR) Part 261 or exhibits at least one of the following four characteristics:
    - Ignitability

- Corrosivity
- Reactivity
- Toxicity

Hazardous waste is regulated under the Resource Conservation and Recovery Act (RCRA) and contains properties that make it potentially harmful to human health or the environment;

- **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;
- **White Goods** - are defined as discarded household appliances such as refrigerators, freezers, air conditioners, heat pumps, ovens, ranges, washing machines, dryers, and water heaters. Many white goods contain ozone-depleting refrigerants, mercury, or compressor oils. The Clean Air Act prohibits the release of refrigerants into the atmosphere and requires that certified technicians extract refrigerants from white goods before disposal or recycling. Some States and Tribal Governments also require certified technicians to extract compressor oils before disposal or recycling. To avoid releases of refrigerants or oils, the collection of white goods should be accomplished carefully by manually placing the appliance on trucks or by using lifting equipment that will not damage the elements that contain the refrigerants or oils;
- **Electronic Waste** - (e-waste) refers to electronics that contain hazardous materials, such as computer monitors, televisions, cell phones, and batteries. These products may contain minerals and chemicals that require specific disposal methods;
- **Vehicle 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;
- **Putrescent Debris** - Putrescent debris is any debris that will decompose or rot, such as animal carcasses and other fleshy organic matter;
- **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, water treatment facilities, drainage canals and basins, parks, and public swimming pools;
- **Infectious Waste** - 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.);
- **Chemical, Biological, Radiological, and Nuclear Contaminated Debris (CBRN)** - is any debris contaminated by chemical, biological, radiological, or nuclear materials.

Unless specifically directed by the City in writing, Services under this RFP will be limited to eligible and non-eligible debris removal activities that are determined by the City to be necessary to:

- Eliminate immediate threats to life, public health, and safety;
- Eliminate immediate threats of significant damage to improved public or private property;
- Ensure the economic recovery of the affected community for the benefit of the community at large; or
- Mitigates risk to life and property by removing Substantially Damaged structures and associated structures and appurtenances as needed to convert property acquired using Hazard Mitigation Grant Program funds to uses compatible with open space, recreation, or wetlands management practices.

Services will only be performed when requested by the City in writing through an approved Notice to Proceed or Purchase Order issued by the City. Successful Proposer shall generally only perform its services within the legal boundaries of the City. All services shall be in accordance with the prices specified in the contract.

The City reserves the right to approve all subcontractors hired by the Successful Proposer and/or to require the Successful Proposer to dismiss a subcontractor for cause, upon request.

2.2.1. Initial Deployment

Within 24 hours of the State's Declaration of a State of Emergency, and/or City's notification to Successful Proposer, the Successful Proposer's Project Manager shall report to the City's Emergency Operations Center (EOC), or such other place as designated by the CITY. At the direction of the City in writing the Successful Proposer will mobilize, such equipment and equipment operators as deemed necessary for use in the City's Rescue and Reconnaissance operation. Said operators will be paid for time at the City's Rescue Reconnaissance operation center prior to and during the storm. Front loaders with grapples will be paid for four (4) hours to mobilize and stage at the City's facility prior to and during the storm. Said equipment and operators shall remain in the City's Rescue Reconnaissance operation center prior to and during the storm and be ready for deployment at the direction of City personnel immediately following the passing of the debris causing event (primarily, but not exclusively, Hurricanes). This operation will begin the Emergency Push/Road Clearance activities (described below) in support of the Rescue Reconnaissance activities citywide and will be assigned to only one Successful Proposer. During this period, at the direction of the City in writing, the Emergency Push/Road Clearance activities may be further authorized after initial Rescue Reconnaissance activities begin. The rescue Reconnaissance operation will normally be completed within the first 70 hours following the activation of this contract, unless notified otherwise by the City. Time and material rates as shown in Section 8 shall be applicable. Separate records shall be kept for FEMA and FHWA roadways for the initial deployment operations.

2.2.2 Emergency Push/Road Clearance

At the direction of the City in writing, the Emergency Push/Road Clearance activities may be authorized and assigned after initial Rescue Reconnaissance activities begin. Contractor(s) shall accomplish the cutting, tossing and/or pushing of debris, hanging limbs, or leaning trees off of transportation routes as identified by the City. The emergency push will normally be completed within a reasonable time, which will be determined at the time of disaster, following the activation of this contract, unless notified otherwise by the City. Time and material rates as shown in Section 8 shall be applicable. Separate records shall be kept for FEMA and FHWA roadways for the emergency push operations.

2.2.3 Debris Removal/Demolition of Structures

In anticipation of a likely debris generating event, or upon assessment of the magnitude of the debris generated and the type of infrastructure damage caused by the disaster event, the City will formulate written direction for the Successful Proposer in the form of one or more Notice to Proceed or Purchase Order. Work will be authorized to be performed in accordance with the contracted unit costs which generally consist of either the separated components of the entire debris removal process or various groupings of these tasks.

Debris removal will generally only be authorized if it is eligible for reimbursement by FEMA or FHWA; however, the City reserves the right to task the Successful Proposer with performing non eligible work; the cost of which will be born separately by the City. All eligible work will be performed consistent with Federal requirements applicable to the disaster event. Separate records shall be kept for removal of eligible and non-eligible debris and these operations will generally be kept separate.

The Successful Proposer will ensure compliance with instructions from the City regarding the collection, hauling and disposal of HW and HHW, Infectious Waste, CBRN Waste and/or other categories of debris. Separate records shall be kept for removal of these materials from FEMA and FHWA roadways.

Successful Proposer will ensure HW and HHW, Infectious Waste and CBRN Waste screening and disconnection of utilities as appropriate. For Construction and Demolition Debris (C&D), all applicable local, state and federal regulatory requirements regarding asbestos containing materials shall be adhered to unless waived by applicable regulatory authorities.

White Goods containing refrigerants will be hauled to a City approved staging area where certified technicians will remove the refrigerants. The removal, transportation and disposal of Freon includes obtaining all necessary Local, State, and Federal Handling Permits and operating in accordance with all Local, State, and Federal regulatory agencies.

Successful Proposer will at all times exercise due diligence in removing debris and performing other work, so as not to damage existing infrastructure.

As directed by the City in writing, for the unit price quoted, Successful Proposer shall load and haul any and all types of debris to one or more approved and certified Debris Management Sites (DMS) or other disposal destination designated by the City which may or may not be the final disposal site provided by the Successful Proposer.

Typical Debris removal situations are as follows:

2.2.3a Debris Removal from Public Right-of-Way (ROW)

Work is generally eligible for reimbursement.

2.2.3b Debris Removal from Improved and Unimproved Public Property

Removal from Improved Public Property is generally eligible for reimbursement. Removal from Un-improved Public Property is generally not eligible for reimbursement.

2.2.3c Debris Removal from Real Property

Much of this work will be eligible once the City procures Right of Entry Agreements (ROE) from property owners.

2.2.3d Demolition of Structures on Public and Private Property

Work may be eligible for reimbursement. Right of Entry Agreements (ROE) are required for work on Private Property. As directed by the City in writing, Successful Proposer shall demolish unsafe structures located on public and private property in accordance with contracted unit costs. The debris created by demolition activities shall be removed at the unit cost for construction and demolition debris.

2.2.4 Debris Separation/Reduction/Recycling and Management of Debris Management Sites (DMS):

The City may provide the Successful Proposer with Debris Management Sites (DMS) that would be used for materials handling, reduction, storage, recycling, equipment maintenance, etc., if it is disadvantageous to transport debris directly to the final disposal location. The City may task the Successful Proposer with locating additional sites to be used as (DMS). The Successful Proposer will be responsible for returning any utilized (DMS) to its original condition, abiding by all State and Federal environmental regulatory requirements.

If a (DMS) is activated, the Successful Proposer shall operate and manage it to accept and process all event debris. All actions will be implemented by the Successful Proposer only with the prior approval of the City. Actions by the Successful Proposer will include, but are not limited to, the following:

- Ensure that only debris authorized by the City's Contract Administrator will be allowed into the (DMS).
- Provide to the City a video record of the pre- and post-use site conditions.
- As directed by the City, conduct an onsite Phase 1 Environmental Audit.
- Prepare a plan of proposed site layout and review with the City prior to its implementation.

- Prepare a plan for site security and traffic control for both on the site and adjacent roadways and review with the City prior to its implementation.
- Provide adequate fire prevention/fighting equipment, including water truck and hoses, on site throughout the operational period of the (DMS).
- Build and/or maintain roads as necessary for (DMS) operation
- Provide and/or construct and maintain stabilized roofed inspection towers sufficient for a minimum of three inspectors; Towers will be positioned at any entrance and any exit of the (DMS).
- Comply with any applicable environmental requirements, to include litter control fencing, silt fencing, dust control, hazardous materials containment area, and/or water retention berms.
- Confine hours of operation of the (DMS) to those determined by the City.
- Stage and process all debris in accordance with instructions from the City.
- Process debris by methods that may include, but not be limited to, reduction by grinding, air curtain incineration when approved, or other alternate methods of reduction, such as compaction.
- Prior to reduction and to the extent practical, segregate debris between vegetative debris, construction and demolition debris, white goods and hazardous waste. Recycle materials where applicable.
- Develop and implement, with the approval of the City, a procedure for management of the receipt of unauthorized and/or ineligible debris at the (DMS).
- Provide the City with proper and acceptable documentation (including destination, tickets, volume/weight) for final disposal of debris accepted at the (DMS).
- Upon the closure of the (DMS), restore the site to its pre-use condition, meeting all regulatory requirements for the site closure; Survey the site to verify that it has been restored to pre-use elevation and condition.
- As directed by the City, sod, hydro-seed or sprig the property or repair asphalt surfaces once all other site closure issues have been addressed.
- As directed by the City conduct post use soil and water test.

2.2.5 Removal of Hazardous Trees and Hanging Limbs

As directed by the City in writing, work shall consist of all labor, equipment, fuel, and miscellaneous costs necessary to:

- Remove hanging tree limbs (2) two inches or greater in diameter existing in the City.
- Remove hazardous trees existing in the City inclusive of the stump if the root balls are more than 50% exposed and place the debris in a suitable place for collection.
- Flush cut hazardous trees existing in the City if the root balls are less than 50% exposed and place the debris in a suitable place for collection.
- Load and remove all debris generated from the removal of all hazardous trees and hanging limbs as if it were normal vegetative debris in accordance with 5.2.

All disaster specific eligibility guidelines regarding size and diameter of leaning trees will be communicated to the Successful Proposer, in writing, by the City.

2.2.6 Removal of Hazardous Stumps

As directed by the City in writing, work shall consist of all labor, equipment, fuel, and miscellaneous costs necessary to manage hazardous uprooted stumps as follows:

- Successful Proposer will be compensated for the process of extracting and transporting, to the (DMS) or final disposal site, hazardous stumps that are (24) twenty-four inches or **greater in** diameter, measured (24) twenty-four inches from the base of the tree (large stumps) (This unit cost does not apply to previously extracted stumps placed out for

collection, which will be compensated for as normal vegetative debris.) For contractor extracted stumps, Successful Proposer will be further compensated for the management process through final disposal in accordance with the unit costs per cubic yard of normal vegetative debris. The cubic yardage of each stump will be determined using the FEMA Stump Conversion Table. (See Section 11 – FEMA Stump Conversion Table) Where appropriate, the City or its representative will measure and further certify the FEMA disaster assistance eligibility of all stumps before removal. Successful Proposer is responsible for determining the method of extraction and transport of stumps, subject to the approval of the City. As part of the large stump removal process, the Successful Proposer shall fill the stump hole with fill suitable for the cultivation of replacement trees subject to the approval of the City. Hole shall be filled to a point even with the surrounding intact, undisturbed ground elevation.

- Regardless of the need for extraction, the Successful Proposer will be compensated at the unit cost per cubic yard of normal vegetative debris, for the transport to the (DMS) or final disposal site, all hazardous stumps that measure less than (24) twenty-four inches in diameter measured (24) twenty-four inches from the base of the tree (small stumps). If the stumps are transported separate from other normal vegetative debris, the cubic yardage of each stump will be determined using the FEMA Stump Conversion Table (See Section 11 – FEMA Stump Conversion Table). It is assumed that most small stumps will be comingled with normal vegetative debris. Successful Proposer is responsible for determining the method of extraction and transport of stumps, subject to the approval of the City. As part of the large stump removal process, the Successful Proposer shall fill the stump hole with fill suitable for the cultivation of replacement trees subject to the approval of the City. Hole shall be filled to a point even with the surrounding intact, undisturbed ground elevation.

- **Non-Eligible Stumps**
  - Cost per inch of stump diameter includes stump removal to 24” below grade and surface roots.

- **Bracing / Standing Up of Trees:**
  - Cost per tree to straighten and brace with 2’ x 3’ or 2’ x 4’ lumber.
    - 5” diameter at breast height (DBH) or less uprooted over 50%
    - 5” diameter at breast height (DBH) or less only leaning and/or uprooted less than 50%
  - Cost per diameter at breast height (DBH)
    - Trees and palms greater than 5” DBH

2.2.7 Hazardous Waste Removal, Transport, and Disposal

As directed by the City in writing, work shall consist of all labor, equipment, fuel, and miscellaneous costs necessary for the removal, transportation, and disposal of HW and HHW, Infectious Waste and CBRN Waste. The removal, transportation, and disposal of HW and HHW, Infectious Waste and CBRN Waste includes obtaining all necessary Local, State, and Federal Handling Permits and operating in accordance with all Local, State, and Federal regulatory agencies.

The Successful Proposer will identify, separate, collect, transport and dispose of disaster-generated debris determined to be hazardous and/or contaminated, thereby requiring that it be separately managed from other debris. The Successful Proposer will provide trained, experienced and equipped personnel to identify hazardous waste and contaminated debris at its point of origin, as well as to direct the Successful Proposer personnel in the safe and proper handling and disposal of the material. The Contractor will be reimbursed at a fixed rate for this service.

2.2.8 Debris removal from canals

The Successful Proposer will remove debris resulting from the event from the drainage and navigation canals and adjacent banks, as directed by the City. Debris to be removed will be vegetative and/or construction and demolition (C&D) debris affecting the canals, but excludes removal of damaged and/or abandoned boats and cars. Debris will be placed such as to be managed as normal vegetative and/or construction and demolition (C&D) debris in accordance with the Component or Consolidated services process specified by the City in writing. The Successful Proposer will be reimbursed at a fixed rate for this service.

2.2.9 Designation and Management of Staging Areas

Successful Proposer shall identify staging areas in collaboration with the City for the purposes of truck/equipment certification, provision of temporary fueling or vehicle maintenance (as required), and other operational service functions related to debris removal efforts. Successful Proposer shall provide temporary tent, sanitary and other appropriate conveniences necessary for the care and well-being of all Successful Proposer and sub-contractor personnel. The City will approve of the location, size, layout and services to be provided at any staging area established by the Successful Proposer, who will insure that each area is managed in accord with all applicable regulatory requirements and in a manner to minimize disruption to the surrounding neighborhoods.

2.2.10 Disaster Recovery Technical Assistance

At no cost to the City, the Successful Proposer will provide Disaster Recovery Technical Assistance to the City to assist with guidance and consultation on all aspects of the recovery process. This assistance shall include documentation and management for the public assistance program, planning, training and exercise development, as well as attendance at the City's Emergency Operations Center (EOC) during activations of the EOC for exercise and actual emergency events as requested by the Contract Administrator.

2.3 PERFORMANCE OF SERVICES

2.3.1 Description of Service

Successful Proposer agrees to perform contracted services in a professional and workmanlike manner and in compliance with all applicable laws, ordinances, rules, regulations, and permits. Only the highest quality workmanship will be acceptable. Services, equipment and workmanship not conforming to the intent of Agreement or meeting the approval of the City may be rejected. Replacements and/or rework, as required, will be accomplished on a timely basis at no additional cost to the City.

2.3.2 Cost of Services

Successful Proposer shall bear all of its own operating costs and is responsible for all permit and license fees, and maintenance of its own trucks and equipment to keep such property in a condition and manner adequate to accomplish contracted services. Upon receipt and acceptance of full documentation of the performance of services and an accurate invoice as specified by the City, the Successful Proposer shall be compensated at the contracted prices.

Unknown and/or unforeseen events or conditions may require an adjustment to the unit costs as originally contracted. Any amendments, extensions or changes to the scope of contracted services or unit prices are subject to full negotiations between the Contractor and the City and approval by formal City action.

In addition, all costs related to labor, materials and equipment shall be fair, reasonable, and where applicable, consistent with costs set forth in the most current version of the FEMA Schedule of Equipment Rates.

2.4 STANDARDS OF PERFORMANCE

2.4.1 Successful Proposer representative and General Operations Plan:

Successful Proposer shall identify a representative who shall have the authority to implement all actions required to begin the performance of contracted services as set out in this Agreement, the Contractor's General Operations Plan and the City's Work Authorization. A specific Operations Plan may be required of the Contractor for each disaster.

2.4.2 Mobilization

Unless otherwise required herein; when a Notice to Proceed or Purchase Order in advance of an event has been received by Successful Proposer, he/she will make all necessary arrangements to mobilize a minimum of 50% of the required resources within 48 hours and 100% of the required resources within 96 hours to commence and conduct these contracted services. The City may take such other actions as necessary to address the failure of the Successful Proposer to mobilize resources on the schedule required by the City.

2.5 GENERAL RESPONSIBILITIESOF THE CITY AND THE SUCCESSFUL PROPOSER

2.5.1 Other Agreements

The City may be required to enter into agreements with Federal and/or State agencies for disaster relief. Successful Proposer shall be bound by the terms and conditions of such agreements, regardless of the additional burdens of compliance. City will provide Successful Proposer with a copy of any applicable agreements.

2.5.2 The City's Obligations

The City shall furnish all information and documents necessary for the commencement of contracted services, including a written Notice to Proceed or Purchase Order.

2.5.3 Successful Proposer's Conduct of Work

Successful Proposer shall be responsible for planning and conducting all operations in a satisfactory and professional manner. All Successful Proposer personnel and subcontractors shall demonstrate and maintain a courteous and responsible demeanor toward all persons.

2.5.4 Supervision by Successful Proposer

Successful Proposer will supervise and/or direct all contracted services performed by its employees, agents and subcontractors. Successful Proposer is solely responsible for all means, methods, techniques, safety and other procedures. Successful Proposer will employ and maintain a qualified project manager at the work site(s) who shall have full authority to act on behalf of Successful Proposer. All communications given to the project manager by the Contract Administrator or designee shall be as binding as if given to Successful Proposer.

2.5.5 Self-sufficiency of Successful Proposer and Subcontractors

The Successful Proposer shall ensure that its work force, including subcontractors, maintain self-sufficiency related to fuel, vehicle repair/maintenance, housing, sanitation food and related accommodations, in a manner that is consistent with local requirements and minimizing adverse effects on the community.

2.5.6 Damages by Successful Proposer

Successful Proposer shall be responsible for conducting all operations, whether contemplated by this Agreement or later requested as specialized services, in such a manner as to cause the minimum damage possible to existing public, private and commercial property and/or infrastructure. Successful Proposer shall also be responsible for any damages due to the negligence of its employees and subcontractors. Successful Proposer must report such damage to the Contract Administrator in writing within 24 hours. Should any property be damaged due to negligence on the part of the Successful Proposer, the City may either bill Successful Proposer for the damages, withhold funds due to Successful Proposer, or the contractor may

also repair all damage to the satisfaction of the City. The determination of whether "negligence" has occurred shall be made by the City.

2.5.7 Successful Proposer's Duty Regarding Other Contractor(s):

Successful Proposer acknowledges the presence of other contractors involved in disaster response and recovery activities by the federal, state and local government and of any private utility, and shall not interfere with their work.

2.5.8 Successful Proposer's Ownership of Debris:

All debris once collected by the contractor shall become the property of the Successful Proposer or by written notification to the Successful Proposer the City may exercise ownership of debris for removal and lawful disposal. The debris may consist of, but not be limited to, vegetation, construction and demolition debris, white goods and collected hazardous materials.

2.5.9 Successful Proposer's Disposal of Debris:

The Successful Proposer is responsible for locating and making available for use, a final disposal site or sites for all types of debris. In the event that the Successful Proposer is tasked with disposal of debris, these sites shall be used by the Successful Proposer unless alternate sites are approved by the City in writing. The contractor may be tasked with hauling debris to the a facility designated by the City, in which case the Successful Proposer will be compensated for the tipping fee as a direct pass through of costs. The City may at its option and as may be permitted by the disposal facility, make arrangements to pay the disposal facility directly for the tipping fee.

In accordance with all applicable law and regulation, the Successful Proposer shall be responsible for determining and executing the method and manner for processing debris at the (DMS) if used.

2.6 GENERAL REQUIREMENTS

2.6.1 Multiple, Scheduled Passes

Successful Proposer shall make scheduled passes and/or unscheduled passes of each area impacted by the event, at the direction of the City. The City shall direct the interval timing of all passes. Sufficient time shall be permitted between subsequent passes to accommodate reasonable recovery and additional debris placement at the ROW by the citizens and the City. The Successful Proposer will document the completion of all passes based on direction from the City and will provide this documentation to the City at the frequency requested by the City. Partial removal of debris piles is strictly prohibited. The Successful Proposer shall not move from one designated work area to another designated work area without prior approval from the City or its representative. Any eligible debris, such as fallen trees, which extends onto the ROW from private property, shall be cut at the point where it enters the ROW, and that part of the debris which lies within the ROW shall be removed. The Successful Proposer shall not enter onto private property during the performance of this contract unless specifically authorized by the City, in writing.

2.6.2 Clean as you go Policy

The Successful Proposer shall provide a "clean as you go" policy and supervise and enforce such policy during debris removal operations. Loose leaves and small debris in excess of one bushel basket shall be removed within the designated area. No debris shall be left on the road surface. No single piece of debris larger than 6 inches in any dimension shall be left on site. Hand crews and rakes will be required.

2.6.3 Operation of Equipment

Successful Proposer shall operate all trucks, trailers and all other equipment in compliance with any/all applicable federal, state and local rules and regulations. Equipment shall be in good working condition. All loading equipment shall be operated from the road, street, or ROW. Since the City's system of grass

swales function as drainage infrastructure, the contractor and/or subcontractors shall use grapple devices to collect and load debris. In order to minimize damage to the City's drainage infrastructure, loading with buckets without grapples should be done as a last resort and only with City approval. No equipment shall be allowed behind the curb or outside of the public ROW unless otherwise directed by the City. Should operation of equipment be required outside of the public ROW, the Successful Proposer will ensure that a ROE Agreement has been obtained prior to property entry. The utmost care shall be given to the protection of trees and built infrastructure that remains in the disaster area such that no additional damage is caused by the Successful Proposer's activities.

2.6.4 Security of Debris during Hauling

Successful Proposer shall be responsible for the security of debris on/in each vehicle or piece of equipment utilized to haul debris. Prior to leaving the loading sites, Successful Proposer shall ensure that each load is secure and trimmed so that to the extent practical no debris extends horizontally beyond the bed of the equipment in any direction. All loose debris shall be reasonably compacted and secured during transport in accordance with FDOT guidelines. As required, Successful Proposer will survey the primary routes used by Successful Proposer for debris hauling as soon as possible after the transport and will recover fallen or blown debris from the roadway(s).

2.6.5 Traffic Control:

Successful Proposer shall mitigate impact on local traffic conditions to the greatest extent possible. Successful Proposer is responsible for establishing and maintaining appropriate traffic control in accordance with the most current edition of the US Department of Transportation Manual or Uniform Traffic Control Devises (MUTCD). Successful Proposer shall provide sufficient signage, flagging and barricading to ensure the safety of vehicular and pedestrian traffic at all debris removal, collection, reduction and/or disposal sites.

2.6.6 Work Days/Hours

Work days and/or work hours shall be as directed by the City following consultation and notification to Successful Proposer. Working hours on holidays shall be at the discretion of the City.

2.6.7 Work Safety

Successful Proposer shall provide and enforce a safe work environment as prescribed in the Occupational Safety and Health Act of 1970, as amended. Successful Proposer will provide such safety equipment, training and supervision as may be required by the City and/or other governmental regulations. Successful Proposer shall ensure that its subcontracts contain an equivalent safety provision. Monitoring towers shall be properly constructed for safety. Additionally, Proposer shall acknowledge and certify that it is in accordance with the mandatory requirement that this provision be set forth in all FEMA related contracts, that it shall comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5), as set forth in Schedule "L" of the Proposal.

2.6.8 Inspection of Successful Proposer Operations:

All debris shall be subject to inspection by the City and other public authorities to ensure compliance with this Agreement, applicable federal, state and local laws, and in accordance with generally accepted standards of emergency management professionals. The City will, at all times, have access to all work sites and disposal areas. In addition, authorized representatives and agents of the government shall be permitted to inspect all work, materials, invoices, and other relevant records and documentation.

2.6.9 Corrective Actions Required of Successful Proposer

When instructed by the City's representative, the Successful Proposer will immediately implement corrective actions to address health and safety issues and/or any other actions inconsistent with any of the terms of this agreement, as determined by the City in its sole discretion. Notify City within 24 hours.

2.6.10 Ineligible Work:

Unless otherwise advised in writing by the City, the Successful Proposer will not be paid for the removal, transportation, storage, reduction and/or disposal of any material when not previously instructed by the City that such actions are eligible for state and/or Federal reimbursement.

2.6.11 Eligibility Inspections:

City's monitors shall inspect each load of debris, or shall inspect at some other frequency of the City's direction, to verify that the contents are in accordance with the accepted definition of eligible debris.

2.6.12 Eligibility Determinations:

If the Successful Proposer has been tasked in writing with the removal of only eligible debris, and subsequently any load is determined to contain material that does not conform to the definition of eligible debris, the load will be ordered to be deposited at another approved and certified receiving facility. No payment will be allowed for that load and Successful Proposer will not invoice the City for such loads. The City, through its authorized representative, will be the sole judge as to whether the material conforms to the definition of eligible debris. This does not preclude payment for non-eligible debris that is collected at the written direction of the City in a Work Authorization.

2.6.13 Other Agencies

The term "government" as used in this solicitation refers to those governmental agencies which may have a regulatory or funding interest in this Agreement.

2.7 REPORTS, CERTIFICATIONS AND DOCUMENTATION

2.7.1 Reports

Successful Proposer shall submit periodic, written reports in a format required by the City documenting the progress of debris removal and disposal, and all tree related activities such as, but not limited to: trimming of hanging branches and limbs, removal of damaged and/or leaning trees, and stump removal. These reports may include, but are not limited to:

2.7.1a Daily Reports

Daily reports may detail the locations where passes for debris removal and tree trimming were conducted, the quantity of debris (by type) removed and disposed of, the total number of personnel crews engaged in debris removal operations and tree related activities , and the number of grinders, chippers and mulching machines in operation. Successful Proposer will also report damages to private property caused by the debris operation or damage claims made by citizens and such other information as may be required to completely describe the daily conduct of Successful Proposer's operations within 24 hours.

2.7.1b Weekly Summaries

A summary of all information contained in the daily reports as described in Section 2.7.1, within two days of the close of the week. At the request of the City, the data making up the weekly summaries shall also be submitted in electronic format, utilizing Microsoft Excel or Access or proprietary computer program as may be approved by the City. On line access to the data is preferred. The submitted electronic weekly data will include: Collection Successful Proposer, load ticket number, load date, load location, truck yardage, percent full, calculated yardage (or weight if applicable) field

monitor name / number, (DMS) location, tower monitor / name, debris materials categorization, and location of collection, e.g., ROW, FHWA, Canal, etc.

2.7.2 Report Delivery:

The delivery schedule, point of delivery and the receiving personnel for the debris operations report will be directed by the City, in consultation with Successful Proposer.

2.7.3 Data Reconciliation

Reconciliation of data will be accomplished weekly between the Successful Proposer and the City's representative. All discrepancies will be resolved within 5 days.

2.7.4 Final Project Closeout:

Upon final inspection and/or closeout of the project by the City, Successful Proposer shall prepare and submit a detailed description of all debris removal activities in an electronic spreadsheet, to include, but not limited to the total volume, by type of debris hauled, reduced and/or disposed of, final disposal locations and amounts of the debris managed by the Successful Proposer, plus the total cost of the project invoiced to the City. The Successful Proposer shall provide, upon request of the City and/or no later than project closeout, a release of liens demonstrating that all subcontractors and material and service suppliers to the Successful Proposer have been fully paid. Agreement will provide any other additional information as may be necessary to adequately document the conduct of the debris removal operations for the City and/or government. Final project reconciliation must be approved by the City.

2.7.5 Certifications

The Successful Proposer will adhere to the process for certification of personnel and vehicles established by the City, to include the following:

2.7.5a Certification of Vehicles and Load Capacity

Successful Proposer shall ensure that all equipment is certified in accordance with most current Federal and City procedures. After a disaster, the City, or their designated representative, will begin the equipment certification at a pre-designated site, or at staging areas established by the Successful Proposer.

All Successful Proposer and subcontractor trucks shall have valid registrations, insurance and meet basic operational criteria: tailgates or equivalent containment devices, tarps, etc., as well as all applicable motor vehicle safety requirements. Drivers shall possess valid licenses.

Truck body dimensions shall be measured, and information recorded on certification forms provided by the contractor with calculated capacity in cubic yards, license number, truck identification number assigned by the Successful Proposer and a short physical description of the truck noted. The Successful Proposer shall provide two placards for each truck, which shall be affixed on opposite sides of the truck body. The placards shall clearly display the contracting jurisdiction, the Successful Proposer, local government agency, and subcontractor name (if applicable), the vehicle number, the certified volume of the truck, and the date of certification. The placards will be consistent with the Standardized Debris Truck Placard (See Section 12). In the event that waste is disposed of at a facility at a per ton rate, the tare weight of the hauling vehicle shall be recorded on the certification forms.

The truck driver will be provided up to two (2) copies of the certification sheet for the contractor and sub-contractor's records. Trucks may be periodically recertified by the City.

2.7.5b Certification of Personnel

The Successful Proposer will certify to the City that all Successful Proposer and Subcontractor personnel have received required and adequate training in relevant emergency response, disaster recovery, and debris removal operations. Upon request of the City, the Successful Proposer will provide documentation certifying the adequacy of the training, experience and capabilities of all Successful Proposer and subcontractor personnel, to include but not be limited to the following:

- Senior management personnel of the Successful Proposer assigned to implement work authorizations pursuant to this agreement will participate, upon request, in training and briefing sessions held by representatives of the City.
- Senior, supervisory personnel of the Successful Proposer and all subcontractors thereto will have received training in debris management, and the implementation of the National Incident Management System (NIMS).
- Personnel assigned by the Successful Proposer as responsible for data management, invoicing and other documentation duties will be trained in the data management concepts and approaches to be used by the City as may be required.
- Vehicle and equipment operators will be fully licensed and certified, as required by applicable local, State and Federal statutes and regulations.
- Upon their deployment for field operations, all Successful Proposer and subcontractor personnel will be briefed or trained appropriately in their duties, responsibilities, and the procedures to be utilized throughout the debris removal process, including safety procedures, load ticket management procedures, and accident reporting procedures

2.7.6 Utilization of a standardized "load ticket"

The Successful Proposer and all subcontractors will utilize a standardized "load ticket" for documenting each load of debris from its origin to the (DMS) and/or final disposal location, as indicated. The "load ticket" utilized shall provide opportunity for recording the following information: Preprinted ticket number, Contract number, Prime contractor's name or designated number, Date, Truck number , Truck driver's name, type of material (Vegetation, Construction & Demolition, White Goods, Household Hazardous Waste or Other), Load Location (GPS or address preferred), Loading date/time (departure from collection location), Loading Site Monitor name/signature, Truck capacity in cubic yards or tons, Load Size, either cubic yards (percent of actual) or tons, Unloading location, Unloading date/time (arrival at disposal site), Unloading site monitor name/signature.

2.7.7 Additional Supporting Documentation:

Successful Proposer shall submit sufficient reports and/or documentation for debris loading, hauling, disposal, and load capacity measurements, and any other services provided by Successful Proposer as may be required by the City and/or other governmental entity to support requests for debris project reimbursement from external funding sources.

2.7.8 Report Maintenance:

Successful Proposer will be subject to audit by federal, state and local agencies pursuant to this Agreement. Successful Proposer will maintain all reports, records, debris reporting tickets and Agreement correspondence for a period of not less than three (3) years.

2.8 ADDITIONAL SERVICES

The City wishes the Successful Proposer to be prepared to provide the following additional services.

2.8.1 Abandoned Vehicles

The Successful Proposer will remove motor vehicles, to include trailers and RV's, damaged by the disaster event and/or abandoned by the owner due to the circumstances of the event. The City will identify the

area(s) from which motor vehicles are to be removed. Motor vehicles will be processed by or for the Successful Proposer in a manner that complies with all requirements for removal and processing of hazardous materials, e.g., gasoline, oils and other fluids. The Successful Proposer will also ensure the proper final disposal of the removed vehicle. The Successful Proposer will be reimbursed at a fixed rate, inclusive of all towing, processing and disposal costs.

2.8.2 Boats

Boats severely damaged by the disaster event, and abandoned in or on the canals, marinas, and beaches of the City will be collected by the Successful Proposer, processed for removal and disposal of hazardous materials in accord with applicable regulations, demolished and transported to a suitable location for final disposal. The City will determine the vessels to be removed, will establish that they have been legally abandoned by their owners, and will take other necessary steps as required by law before directing the Successful Proposer to remove and dispose of the vessel. The Successful Proposer is otherwise responsible for compliance with all regulations and requirements applicable to the removal and disposal process. Boat debris shall be placed such as to be managed as C&D debris in accordance with the Component or Consolidated services process specified by the City in writing. The Successful Proposer will be reimbursed at a fixed rate for this service.

2.8.3 Fire Suppression Support

In the event of water system failure in the City, the Successful Proposer will provide filled water trucks of a minimum capacity of 1500 gallons, and equipped with outlet valves compatible with fire hose connections meeting national standards of the National Fire Protection Association, or as otherwise specified by the City. The City will direct the Successful Proposer regarding the location(s) for the truck(s) to be positioned, and the City will provide a fully qualified and licensed driver. If the initial water supply is used, the City will be responsible for refilling the truck. The Successful Proposer will be reimbursed at a fixed rate for this service.

2.8.4 Emergency potable water

The Successful Proposer will provide the City with whole pallets of individually bottled drinking water. The City will instruct the Successful Proposer as to the number of pallets needed, the location(s) for delivery, and the schedule for delivery. Multiple deliveries may be necessary. The Successful Proposer will be reimbursed at a fixed rate for this service.

2.8.5 Emergency delivery of ice

The Successful Proposer will provide the City with whole pallets of cubed ice made from potable water in individually packaged sacks of between 5 and 10 pounds. The City will instruct the Successful Proposer as to the number of pallets needed, the location(s) for delivery, and the schedule for delivery. Multiple deliveries may be necessary. The Successful Proposer will be reimbursed at a fixed rate for this service.

2.8.6 Temporary bathrooms, showers, kitchens and feeding locations

The Successful Proposer will provide the City with “comfort stations,” e.g., modular units to provide for the comfort and support of disaster victims within or near impacted neighborhoods. The modular units will include tents, portable toilets, hand basins, shower units, a mobile kitchen, chairs and tables for food service, and all necessary personnel, food, equipment and supplies to operate the units for extended periods. Each comfort station must include equipment compliant with the Americans with Disabilities Act. The unit must be capable of serving three meals per day. The City will provide law enforcement and emergency medical services staff to compliment the work force provided by the Successful Proposer. The Successful Proposer will be reimbursed at a fixed rate for this service for units capable of serving 50 or 100 persons.

2.8.7 Temporary satellite communications

The Successful Proposer will provide satellite communications units capable of voice, text messaging, data transfer and Internet access for use by City personnel in the event of failure of other communications systems. The units will be rented/leased to the City and will be fully equipped, including AC/DC adapters (including automotive battery chargers), instructions and carrying cases. The units will be fully operational upon delivery to the City, without further action by the City. The Successful Proposer will be reimbursed at a fixed rate for this service.

2.8.8 Emergency power generation

The Successful Proposer will provide mobile electric power generation units for facilities and locations located within the City. The City will define the size and fuel type of the mobile units, which will be leased to the City. The Successful Proposer will deliver the units to the facilities or locations designated by the City, and ensure connection of the unit to the existing electrical wiring by a licensed electrician. The Successful Proposer will also ensure the unit is fueled, tested, and demonstrated to be operational prior to departure from the location. The Successful Proposer will also provide fuel for the duration of the units use by the City, and will have readily available technical support and repair or replacement services. The Successful Proposer will be reimbursed a fixed rate for this service.

2.8.9 Pumping and water relocation/removal for flood control

The Successful Proposer will provide all personnel, trucks, pumps, hoses, fuel, and other necessary equipment for removal of standing water from low collection areas where localized flooding threatens public safety or continuing property damage, as directed by the City. The minimum required capacity of the services to be provided to any such location, upon instruction of the City, will be (110 gallons/minute with a 4" connection). Water removal may be both by pumping to adjacent storm sewers, if functional, to nearby stream or drainage canals, or into tanker trucks. The Successful Proposer must comply with any applicable environmental requirements concerning discharge of the water once pumped. The Successful Proposer will be reimbursed at a fixed rate for this service.

2.8.10 Sewer, culvert and catch basin cleaning

The Successful Proposer will provide all personnel, vehicles, equipment and supplies to clean disaster-related debris, including sand and mud, from storm sewers, culverts, and catch basins. The City will designate the storm water systems to be cleaned. This service will be provided on a per structure basis.

2.8.11 Decontamination of buildings and facilities

The Successful Proposer will provide for chemical and/or biological decontamination of buildings, facilities or other structures as directed by the City. The Successful Proposer is responsible for providing experienced, trained and equipped personnel, for all equipment and supplies, and for final disposal of all contaminated materials removed from the structure. All operations by the Successful Proposer must be in full compliance with all health and safety standards, as well as environmental protection requirements applicable to the decontamination and disposal process. The Successful Proposer will be reimbursed at a fixed rate for this service.

2.8.12 Mold remediation

The Successful Proposer will provide all personnel, equipment, supplies and services necessary for the planning of mold remediation services, removal and disposal of mold contaminated materials, and other mold remediation measures necessary for affected public buildings belonging to the City. The Successful Proposer will comply with all Federal guidelines on mold remediation, and ensure compliance with all applicable health, safety and environmental protection standards. The City will designate which buildings or other structures are to be remediated, will approve the Successful Proposer's mold remediation plan, and will designate the disposal facility to be utilized for mold-contaminated materials removed by the Successful Proposer. The Successful Proposer will be reimbursed at a fixed rate for this service.

2.8.13 Modular Units for Continuity of Operations

The Successful Proposer shall provide modular units/office trailers for continuity of operations. Units shall have central or wall mounted HVAC, lighting, electrical outlets, and vinyl flooring. Units must include office furniture, sufficient to accommodate laptop or desktop computers and monitors. Units must be ADA compliant.

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EXHIBIT B
COMPENSATION

RFP 2018-009 DISASTER DEBRIS REMOVAL SERVICES
SCHEDULE 1 - TIME AND MATERIALS PRICE SCHEDULE
(Hourly Labor and Equipment Rates)

Unit Prices shall include, but not be limited to, full compensation for labor, any and all equipment used, travel and related expenses and any and all other costs to the Proposer. The City will not pay and/or reimburse any additional costs including, but not limited to, travel, mileage, lodging, meals, and other travel and subsistence expenses. No overtime rates shall be paid by the City; unit prices shall include applicable overtime. Unit Prices shall remain fixed and firm for the initial three (3) year term of the contract. Prior to each renewal term of the resulting agreement, unit prices may be negotiated by the City with the Successful Proposer.

Heavy Equipment	Size or Type	U/M	Unit Price
			Operators Included
Skid Steer Loader	Bobcat	Hour	$78.00
Backhoe	Cat 416	Hour	$112.00
Wheel Loaders	Cat 950	Hour	$129.00
Wheel Loaders	Cat 966	Hour	$139.00
Wheel Loaders	Cat 980	Hour	$149.00
Tracked Loader	Cat 955	Hour	$145.00
Towed Loader w/ Tractor	Prentice 210	Hour	$149.00
Self Loading Knuckle boom Truck	25 - 35 CY Body	Hour	$165.00
Self Loading Knuckle boom Truck	35 - 45 CY Body	Hour	$175.00
Self Loading Knuckle boom Tandem Truck	45 – 75 CY Body	Hour	$185.00
Dozer	Cat D4	Hour	$132.00
Dozer	Cat D5	Hour	$142.00
Dozer	Cat D6	Hour	$155.00
Dozer	Cat D7	Hour	$159.00
Dozer	Cat D8	Hour	$168.00
Excavators with Grapple or Thumb	Cat 320	Hour	$168.00
Excavators with Grapple or Thumb	Cat 325	Hour	$175.00
Excavators with Grapple or Thumb	Cat 330	Hour	$185.00
Tractor w/ Box Blade	80 Hp	Hour	$100.87
Motor Grader	Cat 120G	Hour	$155.00
Crane	30 Ton	Hour	$235.00
Bucket Truck	Up to 50' reach	Hour	$172.00
Bucket Truck	50' to 75' reach	Hour	$192.00
Trash Transfer Trailer w/ Tractor	110 Yard	Hour	$128.00
Mechanized Broom	Street Sweeper	Hour	$98.00
Water Truck	2000 Gallon	Hour	$89.00
Stump Grinder	Vermeer 252	Hour	$64.00
Chipper w/ 2 man crew	Morbark Storm	Hour	$128.00
12-Foot Tub Grinder	Morbark 1200	Hour	$415.00
13-Foot Tub Grinder	Morbark 1300	Hour	$425.00
14-Foot Tub Grinder	Diamond Z 1463	Hour	$435.00

Heavy Equipment	Size or Type	U/M	Unit Price
Equipment Transport w/ Tractor	50 Ton	Hour	$106.00
Truck Mounted Winch	Tow Truck	Hour	$94.00
Haul Vehicles	**Size or Type**	**U/M**	**Unit Price**
			Operators Included
Dump Truck	10 to 15 CY	Hour	$72.00
Dump Truck	16 to 20 CY	Hour	$75.00
Trailer Dump w/ Tractor	30 to 40 CY	Hour	$78.00
Trailer Dump w/ Tractor	41 to 50 CY	Hour	$82.00
Trailer Dump w/ Tractor	51 to 60 CY	Hour	$85.00
Trailer Dump w/ Tractor	61 to 70 CY	Hour	$89.00
Walking Floor Trailer w/ Tractor	100 CY	Hour	$95.00
Transportation Vehicles	**Size or Type**	**U/M**	**Unit Price**
			Operators Not Included
Pickup Truck	1/2 Ton	Day	$15.00
Pickup Truck	3/4 Ton	Day	$17.00
Pickup Truck	1 Ton	Day	$19.00
Box Truck	3/4 Ton	Day	$65.00
Utility Van	3/4 Ton	Day	$17.00
Passenger Van	9 Passenger	Day	$16.00
Passenger Car	Full size	Day	$14.00
Personnel	**Size or Type**	**U/M**	**Unit Price**
Superintendent w/ Pickup Truck	Individual	Hour	$75.00
Supervisor w/ Pickup Truck	Individual	Hour	$62.00
Safety or QC Manager w/ Pickup Truck	Individual	Hour	$72.00
Mechanic w/ Truck and Tools	Individual	Hour	$75.00
Climber w/ Gear	Individual	Hour	$68.00
Operator w/ Chainsaw	Individual	Hour	$41.00
Laborer w/ Tools	Individual	Hour	$36.00
Traffic Control Personnel	Individual	Hour	$36.00
Ticket Writers	Individual	Hour	$32.00
Clerical	Individual	Hour	$32.00
Administrative Assistant	Individual	Hour	$32.00

RFP 2018-009 DISASTER DEBRIS REMOVAL SERVICES
SCHEDULE 2 - UNIT PRICE SCHEDULE

Unit Prices shall include, but not be limited to, full compensation for labor, any and all equipment used, travel and related expenses and any and all other costs to the Proposer. The City will not pay and/or reimburse any additional costs including, but not limited to, travel, mileage, lodging, meals, and other travel and subsistence expenses. No overtime rates shall be paid by the City; unit prices shall include applicable overtime. Unit Prices shall remain fixed and firm for the initial three (3) year term of the contract. Prior to each renewal term of the resulting agreement, unit prices may be negotiated by the City with the Successful Proposer.

DESCRIPTION OF SERVICES: ALL SERVICES ARE AS DIRECTED BY THE CITY AS TO THE LOCATION OF WORK AREA, DISASTER ASSISTANCE FUNDING AND AS OTHERWISE SPECIFIEDIN THE RFP DOCUMENT	**UNIT OF MEASURE**	**UNIT PRICE**
COMPONENT SERVICES		
Mobilization and demobilization	(lump sum)	$0.00
Collect Vegetative Debris from public or private property and transport to DMS or final disposal location. Screening for Animal Carcasses, HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process.		
(0-15 miles)	Cubic Yard	$10.48
(15 – 30 miles)	Cubic Yard	$10.98
(>30 miles)	Per Mile over 30 Miles, Per Cubic Yard.	$0.22

Collect Construction and Demolition Debris (C&D) (including white goods not requiring Freon removal) from public or private property and transport to DMS or final disposal location. Screening for Animal Carcasses, HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process.		
0-15 miles	Cubic Yard	$10.98
15-30 miles	Cubic Yard	$11.98
>30 miles	Per Mile over 30 Miles, Per Cubic Yard.	$0.22
Management of DMS and Processing (Reduction) of Vegetative Debris (including stumps).	Cubic Yard	$4.48
Management of DMS and Processing (reduction, separation, recycling etc.) of Construction and Demolition Debris (C&D) (including white goods not requiring Freon removal).	Cubic Yard	$3.48
Haul-Out of Reduced or Unreduced Debris from DMS to Final Disposal Site.		
(0-15 miles)	Cubic Yard	$4.48
(15 - 30 miles)	Cubic Yard	$5.98
(>30 miles)	Per Mile over 30 Miles, Per Cubic Yard.	$0.19
Disposal at Contractor's Final Disposal Site		
• Vegetative Debris (reduced)	Cubic Yard	$10.00
• Vegetative Debris (un-reduced)	Cubic Yard	$8.20
• Processed construction and Demolition (C&D) (including white goods not requiring or already processed for Freon removal)	Cubic Yard	$12.00
• Unprocessed Construction and Demolition (C&D) (including white goods not requiring or already processed for Freon removal)	Cubic Yard	$12.25
• Animal Carcasses	Carcass	$1.99

White Goods Freon processing	Piece	$39.00
Hazardous Stump Extraction and Transportation to a DMS. Screening for Animal Carcasses, HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process.		
< 24” (Treated as Normal Vegetative Debris, no per tree removal cost is applicable)	Not applicable	<24” and/or stumps less than 50% uprooted. Cost per inch of stump diameter. Includes stump and surface roots.
24”- 36”	Per Stump	$155.00
36” – 48”	Per Stump	$195.00
48” – 72”	Per Stump	$235.00
72” +	Per Stump	$275.00
Hazardous Stump Extraction and Transportation to a final disposal location in Miami-Dade County, Florida, which shall be specified by the City. Tipping fee shall be a direct pass through expense to the City. Screening for Animal Carcasses, HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process.		
< 24” (Treated as Normal Vegetative Debris, no per tree removal cost is applicable)	Not applicable	As Per Vegetative Debris cubic yard rate – no extra charge for this item.
24”- 36”	Per Stump	$175.00
36” – 48”	Per Stump	$215.00
48” – 72”	Per Stump	$255.00
72” +	Per Stump	$295.00
Stump hole filling (process and material.)	Cubic Yard of Fill	$27.50
Hanging Tree Limb Removal (2” or greater in diameter)	Per Tree	$89.00

Remove Hazardous Trees with attached stumps if root balls are exposed more than 50%. All debris is to then be considered as normal debris. Screening for Animal Carcasses, HW and HHW, Infectious Waste and CBRN Waste shall be performed during the removal process.		
0" – 12" diameter (no per tree removal cost is applicable. Treat the debris as normal Vegetative Debris)	Not applicable	As Per Vegetative Debris cubic yard rate
13" to 24" diameter	Per Tree	$150.00
25" to 48" diameter	Per Tree	$220.00
49" to 72" diameter	Per Tree	$300.00
> 72" diameter	Per Tree	$350.00
Flush cut Hazardous Trees with root balls exposed less than 50%. All debris is to then be considered as normal debris. Screening for Animal Carcasses, HW and HHW, Infectious Waste and CBRN Waste shall be performed during the removal process.		
0" – 12" diameter (no per tree removal cost Is applicable. Treat the debris as normal Vegetative Debris)	Not applicable	As Per Vegetative Debris cubic yard rate
13" to 24" diameter	Per Tree	$125.00
25" to 48" diameter	Per Tree	$165.00
49" to 72" diameter	Per Tree	$235.00
> 72" diameter	Per Tree	$285.00
Demolition of Structures. Screening for Animal Carcasses, HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process.	Square Foot of structure	$3.45
Animal Carcass Removal and Disposal	Carcass	$0.98
Hazardous Waste and Household Hazardous Waste Collection, Clean-up and Disposal		
	Per 5 gallon	$187.65
	Per Cubic Yard	$595.00

Infectious Waste Clean-up and Disposal		
	Per 5 gallon	$398.00
	Per Cubic Yard	$895.00
CBRN Waste Clean-up and Disposal		
	Per 5 gallon	$516.04
	Per Cubic Yard	$1,194.00
Debris removal from Canals/Waterways requiring the use of a boat or barge. Collect vegetative and/or Construction and Demolition (C&D) debris from canals/waterways and adjacent banks inaccessible from land and transport to DMS or final disposal location. Screening for Animal Carcasses HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process.	Cost per cubic yard	$89.00

CONSOLIDATED ALL INCLUSIVE SERVICES		
DESCRIPTION OF SERVICE	**UNIT OF MEASURE**	**UNIT PRICE**
Consolidated Service # 1 - As directed by the City as to location of work area, disaster assistance funding and as otherwise specified in the RFP document:		
• The Contractor shall collect and haul vegetative debris and animal carcasses to DMS, reduce or otherwise process debris, haul debris to final disposal and dispose of debris in the Contractors final disposal location. Screening for HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process. • The Contractor shall extract and provide any necessary extraordinary transport for all hazardous uprooted stumps inclusive of stump hole filling. (Inclusive of debris removal as described herein.) • The Contractor shall remove all hanging tree limbs (2" or greater in diameter) from trees. Inclusive of debris removal as described herein. (Inclusive of debris removal as described herein.) • The Contractor shall remove all hazardous trees. Stumps with root balls exposed more than 50% as associated with these hazardous trees shall also be removed. (Inclusive of debris removal as described herein.) • The Contractor's service shall include all related expenses including, but not limited to, contract administration, technical assistance to the City, personnel training and certification, (DMS) management, services for security, safety and traffic management, and associated actions necessary for implementation of debris management operations by the Contractor as defined in the agreement.	Per Cubic Yard of debris generated from all delineated activities and delivered to the DMS.	$27.99
• **Consolidated Service 1a -** As a component of Consolidated Service #1, the Contractor shall also provide debris processing, (DMS) management, debris reduction, and debris haul out and disposal for vegetative debris and animal carcasses delivered to the DMS by the City or other City authorized sources.	Per Cubic Yard of debris generated from all delineated activities and delivered to the DMS.	$27.99

Consolidated service # 2a - As directed by the City as to location of work area, disaster assistance funding and as otherwise specified in the RFP document:		
The Contractor shall collect and haul all C&D debris and all white goods (including Freon processing) to DMS, process debris, haul debris to final disposal and dispose of debris in the Contractors final disposal location	Per Cubic Yard of debris generated from all delineated activities and delivered to the DMS.	$29.99
Consolidated service # 2b - As directed by the City as to location of work area, disaster assistance funding and as otherwise specified in the RFP document:		
The Contractor shall also provide debris processing, (DMS) management, debris reduction, and debris haul out and disposal for C&D debris, all white goods (including Freon processing) and Animal Carcasses delivered to the DMS by the City or other City authorized sources.	Per Cubic Yard of debris generated from all delineated activities and delivered to the DMS.	$7.98

Consolidated service # 3 - As directed by the City as to location of work area, disaster assistance funding and as otherwise specified in the RFP. document:		
• The Contractor shall collect and haul vegetative debris, C&D debris, animal carcasses and all white goods (including Freon processing), and Animal Carcasses directly to a final disposal location in Miami-Dade County, Florida, which shall be specified by the City. Tipping fee shall be a direct pass through expense to the City. Screening for HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process. • The Contractor shall extract and provide extraordinary transport for all hazardous uprooted stumps inclusive of stump hole filling. Inclusive of debris removal as described herein. • The Contractor shall remove all hanging tree limbs (2" or greater in diameter) from trees. Inclusive of debris removal as described herein. • The Contractor shall remove all hazardous trees. Stumps with root balls exposed more than 50% as associated with these hazardous trees shall also be removed. Inclusive of debris removal as described herein. • The Contractor's service shall include all related expenses including, but not limited to, contract administration, technical assistance to the City, personnel training and certification, safety and traffic management, and associated actions necessary for implementation of debris management operations by the Contractor as defined in the agreement.	Per Cubic Yard of debris generated from all delineated activities and delivered to the final disposal site.	$29.99

Consolidated service # 4a - As directed by the City as to location of work area, disaster assistance funding and as otherwise specified in the RFP document:		
The Contractor shall collect and haul all C&D debris, animal carcasses and all white goods (including Freon processing) to DMS, process debris, haul debris to final disposal and dispose of debris in the Contractors final disposal location.	Per Cubic Yard of debris generated from all delineated activities and delivered to the DMS.	$29.99
Consolidated service # 4b - As directed by the City as to location of work area, disaster assistance funding and as otherwise specified in the RFP document:		
The Contractor shall collect and haul all C&D debris, animal carcasses and all white goods (including Freon processing) to a final disposal location in Miami-Dade County, Florida, which shall be specified by the City. Tipping fee shall be a direct pass through expense to the City. Screening for HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process.	Per Cubic Yard of debris generated from all delineated activities and delivered to the final disposal site.	$19.99
Consolidated service # 5 - As directed by the City as to location of work area, disaster assistance funding and as otherwise specified in the RFP document:		
• The Contractor shall collect and haul vegetative debris (including stumps) and Animal Carcasses to DMS, reduce or otherwise process debris, haul debris to final disposal and dispose of debris in the Contractors final disposal location. Screening for HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process. • The Contractor's service shall include all related expenses including, but not limited to, contract administration, technical assistance to the City, personnel training and certification, (DMS) management, services for security, safety and traffic management, and associated actions necessary for implementation of debris management operations by the Contractor as defined in the agreement.	Per Cubic Yard of debris generated from all delineated activities and delivered to the DMS.	$18.99

RFP 2018-009 DISASTER DEBRIS REMOVAL SERVICES
SCHEDULE 3 – ADDITIONAL SERVICES SCHEDULE

Unit Prices shall include, but not be limited to, full compensation for labor, any and all equipment used, travel and related expenses and any and all other costs to the Proposer. The City will not pay and/or reimburse any additional costs including, but not limited to, travel, mileage, lodging, meals, and other travel and subsistence expenses. No overtime rates shall be paid by the City; unit prices shall include applicable overtime. Unit Prices shall remain fixed and firm for the initial three (3) year term of the contract. Prior to each renewal term of the resulting agreement, unit prices may be negotiated by the City with the Successful Proposer.

NOTE: Proposers are requested (but not required) to provide pricing for Additional Services as shown below. **Pricing for Additional Services will not be included in the Price Proposal Evaluation**. Proposers may provide additional services to the ones listed below. A unit price along with unit of measure and a description of the services must be included.

	UNIT OF MEASURE	UNIT PRICE
Abandoned Vehicle* Removal and disposal (FROM LAND) (including towing and processing). Screening for Animal Carcasses HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process. *** Boat trailer or open trailer; Box trailer; RV or BUS**	Vehicle	$185.00
Abandoned Vehicle* Removal and disposal (FROM WATER) (including towing and processing). Screening for Animal Carcasses HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process. ***Boat trailer or open trailer; Box trailer; RV or BUS**	Vehicle	$450.00
Boat removal, processing and disposal FROM LAND. Screening for Animal Carcasses HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process.	Cost per lineal foot	$68.00
Boat removal, processing and disposal FROM WATER. Screening for Animal Carcasses HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process.	Cost per lineal foot	$115.00
Fire Suppression Support. Note: Type 6 Brush Truck (2 man crew) per day per vehicle	Per Vehicle	$1,950.00
Emergency potable water.	Cost per gallon	$4.95
Emergency delivery of ice.	Per Pound	$1.45
Temporary bathrooms, showers, kitchens and feeding locations.	50 person unit for one day	$14,200.00
	100 person unit for one day	$19,800.00
Temporary satellite communications.	Per Phone/day	$300.00
Provide labor and machinery for pumping and water relocation/removal for flood control. **Pump capacity of 110 gallons per minute with a 4" discharge.**	Per pump/hour	$215.00 *

Hose for pump operation.	Per 100 foot of hose.	$75.00
Sewer, culvert and catch basin cleaning.	Per structure	$225.00
Decontamination of buildings and facilities.	Per square foot of affected facility.	$4.98
Mold remediation.	Per square foot of affected facility.	$4.00
Modular Units for Continuity of Operations	Per Unit / Per Day	$750.00
Temporary Refrigeration Rental	Per Unit / Per Day	$400.00

*

Emergency power generation.								
				Amps at different available 3 ph, 4 wire voltages			**UNIT OF MEASURE**	**UNIT PRICE**
KW	KVA	Fuel Capacity	Run time	120/240v	120/208v	277/480v		
100	125	196 gal	26 hrs	301 Amps	347 Amps	150 Amps	Per Generator	$1,480.86
175	219	350 gal	28 hrs	527Amps	608 Amps	264 Amps	Per Generator	$2,344.13
240	300	379 gal	23 hrs	723 Amps	834 Amps	361 Amps	Per Generator	$3,243.43
320	400	479 gal	23 hrs	963 Amps	1112 Amps	482 Amps	Per Generator	$4,104.49

EXHIBIT C
CITY RESOLUTION AND APPLICABLE CODE PROVISIONS

CITY OF CORAL GABLES, FLORIDA

RESOLUTION NO. 2018-165 (AS AMENDED)

A RESOLUTION AUTHORIZING THE PROCUREMENT OFFICER TO AWARD THE DISASTER DEBRIS REMOVAL SERVICES CONTRACT TO THE THREE (3) HIGHEST RANKED RESPONSIVE-RESPONSIBLE PROPOSERS IN RANK ORDER: ASHBRITT, INC., (PRIMARY), PHILLIPS AND JORDAN, INC., (SECONDARY), AND CERES ENVIRONMENTAL SERVICES, INC., (TERTIARY) PURSUANT TO SECTION 2-763 OF THE PROCUREMENT CODE ENTITLED "CONTRACT AWARD" AND REQUEST FOR PROPOSALS (RFP) 2018-009; FURTHER AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH EACH PROPOSER FOR A PERIOD OF THREE (3) YEARS WITH OPTIONS TO RENEW FOR TWO (2) ADDITIONAL TWO (2) YEAR PERIODS, EXERCISABLE AT THE OPTION OF THE CITY MANAGER; SHOULD NEGOTIATIONS FAIL WITH ANY OF THE THREE (3) MOST RESPONSIVE-RESPONSIBLE PROPOSERS, NEGOTIATIONS SHALL COMMENCE WITH THE NEXT MOST RESPONSIVE-RESPONSIBLE PROPOSER (UP TO THE FIFTH RANKED PROPOSER) UNTIL AN AGREEMENT SATISFACTORY TO THE CITY HAS BEEN REACHED.

WHEREAS, on March 6, 2018, the Procurement Division of Finance formally advertised, issued, and distributed Disaster Debris Removal Services, Request for Proposals (RFP) 2018-009; and

WHEREAS, fifty (50) prospective proposers downloaded the RFP package from Public Purchase, the City's web based e-Procurement service; and

WHEREAS, on April 5, 2018, eight (8) firms submitted proposals in response to the RFP: Ashbritt, Inc., Arbor Tree & Land, Inc. (ATL), Ceres Environmental Services, Inc., Crowder Gulf Joint Venture, Inc., D & J Enterprises, Inc., DRC Emergency Services, LLC., Phillips and Jordan, Inc., T.F.R. Enterprises, Inc.; and

WHEREAS, on April 25, 2018, the Evaluation Committee convened to evaluate the eight (8) responsive proposals and recommended to award the RFP and negotiate a

Professional Services Agreement with three (3) most responsive-responsible proposers in rank order: Phillips and Jordan, Inc., (Primary), Ceres Environmental Services, Inc., (Secondary), and Ashbritt, Inc., (Tertiary); and

WHEREAS, on May 9, 2018, Ashbritt, Inc., who was ranked Tertiary, filed an official protest challenging the rank order of the selection committee; and

WHEREAS, at the June 12, 2018 City Commission meeting, the protest was heard; and

WHEREAS, the City Commission upheld the protest changing the order of preference to: Ashbritt, Inc. (Primary), Phillips and Jordan, Inc. (Secondary), and Ceres Environmental Services, Inc. (Tertiary);

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE CITY OF CORAL GABLES:

SECTION 1. That the foregoing "Whereas" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution upon adoption hereof.

SECTION 2. That the City Commission rejects the recommendation of the Procurement Officer to award the contract with Phillips and Jordan, Inc., (Primary), Ceres Environmental Services, Inc., (Secondary), and Ashbritt, Inc., (Tertiary) and instead, authorizes the award in the following rank order: Ashbritt, Inc. (Primary), Phillips and Jordan, Inc. (Secondary), and Ceres Environmental Services, Inc. (Tertiary).

SECTION 3. That the City Commission further authorizes the City Manager to negotiate and execute a Professional Services Agreement with each proposer for a period of three (3) years with options to renew for two (2) additional two (2) year periods, exercisable at the option of the City Manager; should negotiations fail with any of the three (3) most responsive-responsible proposers, negotiations shall commence with the next most responsive-responsible proposer (up to the fifth ranked proposer), until an Agreement satisfactory to the City has been reached.

That this Resolution shall become effective upon the date of its passage and adoption herein.

PASSED AND ADOPTED THIS TWELFTH DAY OF JUNE, A.D., 2018.
(Moved: Quesada / Seconded: Lago)
(Yeas: Mena, Quesada, Keon, Lago)
(Majority: (4-1)
(Nays: Valdes-Fauli)
(Agenda Item: J-2)

APPROVED:

RAÚLVALDÉS-FAULI
MAYOR

ATTEST:

WALTER J. FOEMAN
CITY CLERK

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

MIRIAM SOLER RAMOS
CITY ATTORNEY

EXHIBIT D
CITY REQUEST FOR PROPOSAL (RFP) 2018-009

Request for Proposals
RFP 2018-009
Disaster Debris Removal Services

ADDENDUM NO. 2
Issued Date: March 28, 2018

The following changes, additions, clarifications, and/or deletions amend the RFP document of the above captioned solicitation, and shall become an integral part of the Contract Documents. Underlined language has been added, strikethrough language has been removed.

QUESTIONS:

Q1: Is a bid bond required? If so, what amount should we base the 5% off of since quantities are not given?

A1: In accordance with Section 1.17 of the RFP: "*A Bid Bond, a certified check, cashier's check, Treasurer's check or bank draft of any State or National Bank in the amount of five percent (5%) of the proposal total amount will accompany the Proposal.*"

The annual contract amount is estimated to be $10,000,000. Proposers may utilize this amount to calculate the bid bond/bid security amount of 5%.

This addendum shall be acknowledged in Section 10 of the RFP document (Schedule "H" - Acknowledgement of Addenda) form. All other terms and conditions of this RFP shall remain the same, and in full force and effect.

Sincerely,

Celeste S. Walker
Procurement Officer

Request for Proposals
RFP 2018-001
Disaster Debris Removal Services

ADDENDUM NO. 1
Issued Date: March 22, 2018

The following changes, additions, clarifications, and/or deletions amend the RFP document of the above captioned solicitation, and shall become an integral part of the Contract Documents. Underlined language has been added, strikethrough language has been removed.

CHANGES:

#1 – "Temporary Refrigeration Rental" has been added to the Price Proposal Form under "Additional Services". Proposers shall include documentation demonstrating products proposed.

#2 – The "Proposal Pricing Form" under Section 8 of the RFP has been replaced in its entirety. The updated form is located under **Exhibit A** of this Addendum. Proposers shall utilize this updated form to submit pricing.

#3 – RFP Section 2, Sub-Section 2.28 has been modified as follows:

2.2.8 Debris removal from ~~c~~Canals/Waterways

The Successful Proposer will remove debris resulting from the event from the drainage and navigation canals/waterways and adjacent banks inaccessible from land, as directed by the City. Debris to be removed will be vegetative and/or construction and demolition (C&D) debris affecting the canals, but excludes removal of damaged and/or abandoned boats and cars. Debris will be placed such as to be managed as normal vegetative and/or construction and demolition (C&D) debris in accordance with the Component or Consolidated services process specified by the City in writing. The Successful Proposer will be reimbursed at a fixed rate for this service.

#4 – RFP Section 7, Sub-Section 7.3, Proposer Evaluation Criteria Breakdown, has been modified as follows:

d) Price Proposal

- Price Proposal (Schedule 1 and Schedule 2) will be evaluated subjectively in combination with the additional evaluation criteria in the RFP, including an evaluation of how well it matches Proposer's understanding of the City's needs described in this Solicitation, the Proposer's assumptions, and the value of the proposed services. The pricing evaluation is used as part of the evaluation process to determine the highest ranked Proposer. Pricing proposed under Schedule 3 – Additional Services will not be included in the Price Proposal evaluation.

QUESTIONS:

Q1: Is there a pre bid conference for RFP 2018-009?

A1: There is no pre-bid conference for this RFP. However, Proposers are allowed to submit written questions via PublicPurchase prior to the deadline for written questions indicated in the RFP document.

Q2: Can I get a past bid tabulation for RFP No. 2018-009 Disaster Debris Removal Services?

A2: Please refer to **Exhibit B** of this addendum with a tabulation of prices received under RFP 2008.05.05 for Disaster Debris Management Services

Q3: (a) How will the Hourly Labor and Equipment rates be evaluated? (b) Are quantities going to be assigned or will they all be added up individually to get a total number? (c) Will they hold a percentage or weight in the evaluation of the pricing proposal?

A3: (a) Price Proposal (Schedule 1 and Schedule 2) will be evaluated subjectively in combination with the additional evaluation criteria in the RFP, including an evaluation of how well it matches Proposer's understanding of the City's needs described in this Solicitation, the Proposer's assumptions, and the value of the proposed services. The pricing evaluation is used as part of the evaluation process to determine the highest ranked Proposer. Pricing proposed under Schedule 3 – Additional Services will not be included in the Price Proposal evaluation.

(b) Quantities will not be assigned, nor will Unit Prices be added to obtain a total number.

(c) Pricing proposed under Schedule 1 (Time and Materials Price Schedule) **and** Schedule 2 (Unit Price Schedule) shall receive a maximum of 15 points as indicated in Section 7 of the RFP. Pricing proposed under Schedule 3 – Additional Services will not be included in the Price Proposal evaluation.

Q4: Regarding the Evaluation of Pricing, does the City intend on adding up all unit price line items to get a total figure to compare against other proposer's or will there be quantities assigned? If quantities are going to be assigned, what will they be?

A4: Unit Price items will not be added to get a total figure. Please refer to the answer written for Question 3 in this Addendum.

Q5: In the sample contract it mentions polygraph tests. Is this language for this RFP or is that standard contract language used by the city? Would the City consider removing the language that requires a polygraph at the request of the Contract Administrator for this RFP?

A5: This is standard contract language in the City's Professional Services Agreement. Per Section 1.5 of the RFP, *"Proposer may request clarification and submit comments concerning the Agreement for City's consideration.* ***Only comments and proposed revisions included within the Response will be considered by the City".***

Q6: Consolidated Services - Would the City consider separating out each individual consolidated service so that each proposer can price the item with a more defined scope of work?

A6: No.

Q7: Debris Removal from Canals - The Unit Cost price schedule does not identify whether debris removal from canals will be land based or water based debris removal. Can the City please clarify the scope?

A7: Please refer to the updated Proposal Pricing Form under Exhibit A of this Addendum. Pricing for debris removal from canals/waters is for debris removal requiring the use of a boat or barge. Pursuant to RFP Page 23, Section 2, sub-section 2.2.8 (as amended), "*The Successful Proposer will remove debris resulting from the event from the drainage and navigation canals/waterways and adjacent banks inaccessible from land, as directed by the City."*

Q8: Mileage Rate - Can the City clarify that the per mile per cubic yard rate over 30 miles is an additional charge in additional to the 15-30 mile rate?

A8: Correct. The "Per Mile over 30 Miles, Per Cubic Yard" Unit Price is in addition to the "15 – 30 miles" Unit Price.

Q9: Experience and Qualification Section - Just want to clarify that even though the office location is requested that this will have no weight or factor in evaluation points per the 2 CFR 200 local preference clause?

A9: Although "office location" is requested as part of the "Experience and Qualifications", per 2 C.F.R. § 200.319 (b), this is not intended to mean that "geographical preferences" will be used in the evaluation of the proposals.

Q10: Hazardous Trees - The items say to price per tree but the total column states "As Per Vegetative Debris Cubic Yard Rate". Can the City confirm that they intend this price to be by the tree not by the cubic yard.

A10: "Remove Hazardous Trees" and "Flush cut Hazardous Trees" are to be priced "Per Tree" as indicated in the price form. The note "As Per Vegetative Debris cubic yard rate" applies to hazardous trees 0" to 12" diameter. Per the price form, there is "no per tree removal cost is applicable. Treat the debris as normal Vegetative debris"

Q11: 4.4 Occupational License Requirements (Business Tax Receipt Requirements) - For this section, can the City clarify if you want to see our local business tax receipt if we are not located within the City of Coral Gables?

A11: Correct. As indicated in Section 4.4 *"Others with a location outside the City of Coral Gables shall meet their local Occupational License Tax requirements. Copy of the license must be submitted with the Proposal; however, the City may, at its sole option and in its best interest, allow the Proposer to supply the license to the City during the evaluation period, but prior to award."*

Q12: The Solicitation Submission Checklist states that we must provide the page number for each of the required submittal items. The checklist then says to provide financial statements in a sealed envelope. Is this to go inside the proposal with a page number or is this to be in a separate sealed envelope?

A12: Financial statements shall be provided in a sealed envelope. The Solicitation Submission Checklist has been revised to remove the page number requirement for financial statements. Please refer to **Exhibit C** to view and use the updated Solicitation Submission Checklist.

Q13: Tipping Fees - Page 25 of the RFP states that the Proposer shall provide Final Disposal Sites. It goes on to state that the City may provide alternate final disposal locations and the tipping fees would then be a pass-through expense. Is it the intent of the City for us to include disposal fees for the locations we locate?

A13: Correct. Pricing for disposal sites located and made available for use by the Successful Proposer shall be indicated in the Price Proposal Form under "Disposal at Contractor's Final Disposal Site".

Q14: Would we be deemed non-responsive if we list Pass-Through for the disposal costs found on page 57 of the pricing sheet?

A14: RFP Page 25, paragraph 2.5.9 states: *The contractor may be tasked with hauling debris to the a facility designated by the City, in which case the Successful Proposer will be compensated for the tipping fee as a direct pass through of costs.*

As such, the only pass through costs allowed are that of tipping fees for the hauling of debris to a facility designated by the City. Indicating "Pass-through" for the line items under "Disposal at Contractor's Final Disposal Site" is not allowed.

Q15: The line items for debris removal has a 0-15 mile tier, 15-30 mile tier and over 30 mile tier. The unit of measure for the over 30 miles is $/mile for all miles over 30. Is this rate inclusive of the 15-30 mile tier PLUS our quoted $/mile for all miles over 30? Or does this rate only include the $/mile

A15: Please refer to the answer written for Question 8 in this Addendum.

Q16: Consolidated All Inclusive Services - beginning on page 61

Consolidated service #1 - There are 3 pricing options. Does the price option for number 3 include all work listed under option 1 and 2 plus the new scope listed in item 3?

A16: Please refer to the updated Proposal Pricing Form under Exhibit A of this Addendum. Pricing for Consolidated Service 1a shall include all work listed under Consolidated Service # 1 and Consolidated Service 1a.

Q17: Please confirm that the debris from private property demolitions, Hazardous tree removal and removal of hanging limbs will be placed in the ROW for collection and payment as regular debris.

A17: Successful Proposer will be compensated for debris removal, hazardous tree removal, and removal of hanging limbs in the City's Right of Way. However, in accordance with RFP Page 20, sub-section 2.2.3c and 2.2.3d and RFP Page 25, sub-section 2.6.1, Successful Proposer may be required to perform services in Private Property, but only after receiving authorization from the City. If not granted authorization, debris will be collected from the ROW and City property.

Q18: Consolidated All Inclusive Services - beginning on page 61

Consolidated service #1 - There are 3 pricing options. Does the price option for number 2 include all work listed under option 1 plus the new scope listed in item 2?

A18: Please refer to the updated Proposal Pricing Form under Exhibit A of this Addendum.

Q19: How will the pricing of this RFP be evaluated? Are all items valued equally?

A19: Please refer to the answer written for Question 3 in this Addendum.

Q20: Is the hourly rate schedule for labor and equipment factored (weighed) equally as compared to the unit rate pricing, the consolidated all-inclusive pricing and Additional Services?

A20: Please refer to the answer written for Question 3 in this Addendum.

Q21: Is the Consolidated all-inclusive pricing factored (weighed) equally?

A21: Please refer to the answer written for Question 3 in this Addendum.

Q22: Is the Additional Services pricing factored (weighed) equally?

A22: Please refer to the answer written for Question 3 in this Addendum.

Q23: Is there a formula the City will use to compare pricing? If so, please provide?

A23: There is no formula. Please refer to the answer written for Question 3 in this Addendum.

Q24: Please detail the evaluation process for each of the components of the pricing schedule.

A24: Please refer to the answer written for Question 3 in this Addendum.

Q25: Please provide locations for currently or previously used DMS sites.

A25: Please refer to **Exhibit D** to view the three (3) DMS sites used by the City for Hurricane Irma.

Q26: Please provide bid tabs for the current (or last) contract in place for this service.

A26: Please refer to the answer written for Question 2 in this Addendum.

Q27: The financials belong on the electronic copy?

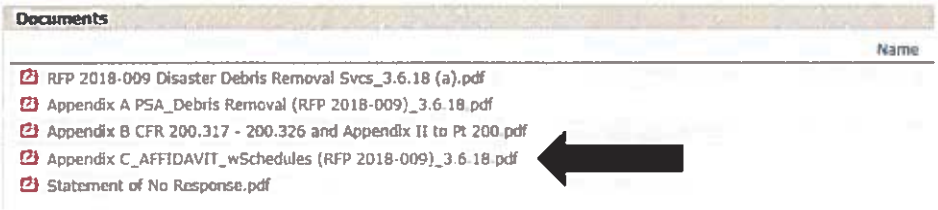
A27: No.

Q28: Do we need 1 original and 7 copies of the Financial Statements?

A28: Yes.

Q29: Forms A-L need to be returned in Section 1 of the proposal, yet some of the forms do not have any blanks to fill in or a space for a signature. Do we signed them and send them back?

A29: Proposer's Affidavit, including Schedules A through L are referenced in Section 10 of the RFP. The forms may be downloaded from Public Purchase, under the "Documents" section of the RFP page. Form must be filed out and signed/notarized where indicated.



Q30: Please explain specifically how the pricing of one proposal will be evaluated against the pricing from another proposal.

a. Will each pricing proposal be analyzed and refined to become one total number which can then be compared to the other proposals?

b. Will all pricing line items be evaluated equally or will some line items receive more importance in the evaluation?

A30: Please refer to the answer written for Question 3 in this Addendum.

This addendum shall be acknowledged in Section 10 of the RFP document (Schedule "H" - Acknowledgement of Addenda) form. All other terms and conditions of this RFP shall remain the same, and in full force and effect.

Sincerely,

Celeste S. Walker
Procurement Officer

EXHIBIT A
Revised Price Proposal Form

RFP 2018-009 DISASTER DEBRIS REMOVAL SERVICES
SCHEDULE 1 - TIME AND MATERIALS PRICE SCHEDULE
(Hourly Labor and Equipment Rates)

Unit Prices shall include, but not be limited to, full compensation for labor, any and all equipment used, travel and related expenses and any and all other costs to the Proposer. The City will not pay and/or reimburse any additional costs including, but not limited to, travel, mileage, lodging, meals, and other travel and subsistence expenses. No overtime rates shall be paid by the City; unit prices shall include applicable overtime. Unit Prices shall remain fixed and firm for the initial three (3) year term of the contract. Prior to each renewal term of the resulting agreement, unit prices may be negotiated by the City with the Successful Proposer.

Heavy Equipment	Size or Type	U/M	Unit Price
			Operators Included
Skid Steer Loader	Bobcat	Hour	
Backhoe	Cat 416	Hour	
Wheel Loaders	Cat 950	Hour	
Wheel Loaders	Cat 966	Hour	
Wheel Loaders	Cat 980	Hour	
Tracked Loader	Cat 955	Hour	
Towed Loader w/ Tractor	Prentice 210	Hour	
Self Loading Knuckle boom Truck	25 - 35 CY Body	Hour	
Self Loading Knuckle boom Truck	35 - 45 CY Body	Hour	
Self Loading Knuckle boom Tandem Truck	45 – 75 CY Body	Hour	
Dozer	Cat D4	Hour	
Dozer	Cat D5	Hour	
Dozer	Cat D6	Hour	
Dozer	Cat D7	Hour	
Dozer	Cat D8	Hour	
Excavators with Grapple or Thumb	Cat 320	Hour	
Excavators with Grapple or Thumb	Cat 325	Hour	
Excavators with Grapple or Thumb	Cat 330	Hour	
Tractor w/ Box Blade	80 Hp	Hour	
Motor Grader	Cat 120G	Hour	
Crane	30 Ton	Hour	
Bucket Truck	Up to 50' reach	Hour	
Bucket Truck	50' to 75' reach	Hour	
Trash Transfer Trailer w/ Tractor	110 Yard	Hour	
Mechanized Broom	Street Sweeper	Hour	
Water Truck	2000 Gallon	Hour	
Stump Grinder	Vermeer 252	Hour	
Chipper w/ 2 man crew	Morbark Storm	Hour	
12-Foot Tub Grinder	Morbark 1200	Hour	
13-Foot Tub Grinder	Morbark 1300	Hour	
14-Foot Tub Grinder	Diamond Z 1463	Hour	

Heavy Equipment	Size or Type	U/M	Unit Price
Equipment Transport w/ Tractor	50 Ton	Hour	
Truck Mounted Winch	Tow Truck	Hour	
Haul Vehicles	**Size or Type**	**U/M**	**Unit Price**
			Operators Included
Dump Truck	10 to 15 CY	Hour	
Dump Truck	16 to 20 CY	Hour	
Trailer Dump w/ Tractor	30 to 40 CY	Hour	
Trailer Dump w/ Tractor	41 to 50 CY	Hour	
Trailer Dump w/ Tractor	51 to 60 CY	Hour	
Trailer Dump w/ Tractor	61 to 70 CY	Hour	
Walking Floor Trailer w/ Tractor	100 CY	Hour	
Transportation Vehicles	**Size or Type**	**U/M**	**Unit Price**
			Operators Not Included
Pickup Truck	1/2 Ton	Day	
Pickup Truck	3/4 Ton	Day	
Pickup Truck	1 Ton	Day	
Box Truck	3/4 Ton	Day	
Utility Van	3/4 Ton	Day	
Passenger Van	9 Passenger	Day	
Passenger Car	Full size	Day	
Personnel	**Size or Type**	**U/M**	**Unit Price**
Superintendent w/ Pickup Truck	Individual	Hour	
Supervisor w/ Pickup Truck	Individual	Hour	
Safety or QC Manager w/ Pickup Truck	Individual	Hour	
Mechanic w/ Truck and Tools	Individual	Hour	
Climber w/ Gear	Individual	Hour	
Operator w/ Chainsaw	Individual	Hour	
Laborer w/ Tools	Individual	Hour	
Traffic Control Personnel	Individual	Hour	
Ticket Writers	Individual	Hour	
Clerical	Individual	Hour	
Administrative Assistant	Individual	Hour	

RFP 2018-009 DISASTER DEBRIS REMOVAL SERVICES
SCHEDULE 2 - UNIT PRICE SCHEDULE

Unit Prices shall include, but not be limited to, full compensation for labor, any and all equipment used, travel and related expenses and any and all other costs to the Proposer. The City will not pay and/or reimburse any additional costs including, but not limited to, travel, mileage, lodging, meals, and other travel and subsistence expenses. No overtime rates shall be paid by the City; unit prices shall include applicable overtime. Unit Prices shall remain fixed and firm for the initial three (3) year term of the contract. Prior to each renewal term of the resulting agreement, unit prices may be negotiated by the City with the Successful Proposer.

DESCRIPTION OF SERVICES: ALL SERVICES ARE AS DIRECTED BY THE CITY AS TO THE LOCATION OF WORK AREA, DISASTER ASSISTANCE FUNDING AND AS OTHERWISE SPECIFIEDIN THE RFP DOCUMENT	**UNIT OF MEASURE**	**UNIT PRICE**
COMPONENT SERVICES		
Mobilization and demobilization	(lump sum)	
Collect Vegetative Debris from public or private property and transport to DMS or final disposal location. Screening for Animal Carcasses, HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process.		
(0-15 miles)	Cubic Yard	
(15 – 30 miles)	Cubic Yard	
(>30 miles)	Per Mile over 30 Miles, Per Cubic Yard.	

Collect Construction and Demolition Debris (C&D) (including white goods not requiring Freon removal) from public or private property and transport to DMS or final disposal location. Screening for Animal Carcasses, HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process.		
0-15 miles	Cubic Yard	
15-30 miles	Cubic Yard	
>30 miles	Per Mile over 30 Miles, Per Cubic Yard.	
Management of DMS and Processing (Reduction) of Vegetative Debris (including stumps).	Cubic Yard	
Management of DMS and Processing (reduction, separation, recycling etc.) of Construction and Demolition Debris (C&D) (including white goods not requiring Freon removal).	Cubic Yard	
Haul-Out of Reduced or Unreduced Debris from DMS to Final Disposal Site.		
(0-15 miles)	Cubic Yard	
(15 - 30 miles)	Cubic Yard	
(>30 miles)	Per Mile over 30 Miles, Per Cubic Yard.	
Disposal at Contractor's Final Disposal Site		
• Vegetative Debris (reduced)	Cubic Yard	
• Vegetative Debris (un-reduced)	Cubic Yard	
• Processed construction and Demolition (C&D) (including white goods not requiring or already processed for Freon removal)	Cubic Yard	
• Unprocessed Construction and Demolition (C&D) (including white goods not requiring or already processed for Freon removal)	Cubic Yard	
• Animal Carcasses	Carcass	

White Goods Freon processing	Piece	
Hazardous Stump Extraction and Transportation to a DMS. Screening for Animal Carcasses, HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process.		
< 24” (Treated as Normal Vegetative Debris, no per tree removal cost is applicable)	Not applicable	<24” and/or stumps less than 50% uprooted. Cost per inch of stump diameter. Includes stump and surface roots.
24”- 36”	Per Stump	
36” – 48”	Per Stump	
48” – 72”	Per Stump	
72” +	Per Stump	
Hazardous Stump Extraction and Transportation to a final disposal location in Miami-Dade County, Florida, which shall be specified by the City. Tipping fee shall be a direct pass through expense to the City. Screening for Animal Carcasses, HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process.		
< 24” (Treated as Normal Vegetative Debris, no per tree removal cost is applicable)	Not applicable	As Per Vegetative Debris cubic yard rate – no extra charge for this item.
24”- 36”	Per Stump	
36” – 48”	Per Stump	
48” – 72”	Per Stump	
72” +	Per Stump	
Stump hole filling (process and material.)	Cubic Yard of Fill	
Hanging Tree Limb Removal (2” or greater in diameter)	Per Tree	

Remove Hazardous Trees with attached stumps if root balls are exposed more than 50%. All debris is to then be considered as normal debris. Screening for Animal Carcasses, HW and HHW, Infectious Waste and CBRN Waste shall be performed during the removal process.		
0” – 12” diameter (no per tree removal cost is applicable. Treat the debris as normal Vegetative Debris)	Not applicable	As Per Vegetative Debris cubic yard rate
13” to 24” diameter	Per Tree	
25” to 48” diameter	Per Tree	
49” to 72” diameter	Per Tree	
> 72” diameter	Per Tree	
Flush cut Hazardous Trees with root balls exposed less than 50%. All debris is to then be considered as normal debris. Screening for Animal Carcasses, HW and HHW, Infectious Waste and CBRN Waste shall be performed during the removal process.		
0” – 12” diameter (no per tree removal cost Is applicable. Treat the debris as normal Vegetative Debris)	Not applicable	As Per Vegetative Debris cubic yard rate
13” to 24” diameter	Per Tree	
25” to 48” diameter	Per Tree	
49” to 72” diameter	Per Tree	
> 72” diameter	Per Tree	
Demolition of Structures. Screening for Animal Carcasses, HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process.	Square Foot of structure	
Animal Carcass Removal and Disposal	Carcass	
Hazardous Waste and Household Hazardous Waste Collection, Clean-up and Disposal		
	Per 5 gallon	
	Per Cubic Yard	

Infectious Waste Clean-up and Disposal		
	Per 5 gallon	
	Per Cubic Yard	
CBRN Waste Clean-up and Disposal		
	Per 5 gallon	
	Per Cubic Yard	
Debris removal from Canals/Waterways requiring the use of a boat or barge. Collect vegetative and/or Construction and Demolition (C&D) debris from canals/waterways and adjacent banks inaccessible from land and transport to DMS or final disposal location. Screening for Animal Carcasses HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process.	Cost per cubic yard	

CONSOLIDATED ALL INCLUSIVE SERVICES		
DESCRIPTION OF SERVICE	**UNIT OF MEASURE**	**UNIT PRICE**
Consolidated Service # 1 - As directed by the City as to location of work area, disaster assistance funding and as otherwise specified in the RFP document:		
• The Contractor shall collect and haul vegetative debris and animal carcasses to DMS, reduce or otherwise process debris, haul debris to final disposal and dispose of debris in the Contractors final disposal location. Screening for HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process. • The Contractor shall extract and provide any necessary extraordinary transport for all hazardous uprooted stumps inclusive of stump hole filling. (Inclusive of debris removal as described herein.) • The Contractor shall remove all hanging tree limbs (2" or greater in diameter) from trees. Inclusive of debris removal as described herein. (Inclusive of debris removal as described herein.) • The Contractor shall remove all hazardous trees. Stumps with root balls exposed more than 50% as associated with these hazardous trees shall also be removed. (Inclusive of debris removal as described herein.) • The Contractor's service shall include all related expenses including, but not limited to, contract administration, technical assistance to the City, personnel training and certification, (DMS) management, services for security, safety and traffic management, and associated actions necessary for implementation of debris management operations by the Contractor as defined in the agreement.	Per Cubic Yard of debris generated from all delineated activities and delivered to the DMS.	
• **Consolidated Service 1a -** As a component of Consolidated Service #1, the Contractor shall also provide debris processing, (DMS) management, debris reduction, and debris haul out and disposal for vegetative debris and animal carcasses delivered to the DMS by the City or other City authorized sources.	Per Cubic Yard of debris generated from all delineated activities and delivered to the DMS.	

Consolidated service # 2a - As directed by the City as to location of work area, disaster assistance funding and as otherwise specified in the RFP document:		
The Contractor shall collect and haul all C&D debris and all white goods (including Freon processing) to DMS, process debris, haul debris to final disposal and dispose of debris in the Contractors final disposal location	Per Cubic Yard of debris generated from all delineated activities and delivered to the DMS.	
Consolidated service # 2b - As directed by the City as to location of work area, disaster assistance funding and as otherwise specified in the RFP document:		
The Contractor shall also provide debris processing, (DMS) management, debris reduction, and debris haul out and disposal for C&D debris, all white goods (including Freon processing) and Animal Carcasses delivered to the DMS by the City or other City authorized sources.	Per Cubic Yard of debris generated from all delineated activities and delivered to the DMS.	

Consolidated service # 3 - As directed by the City as to location of work area, disaster assistance funding and as otherwise specified in the RFP. document:		
• The Contractor shall collect and haul vegetative debris, C&D debris, animal carcasses and all white goods (including Freon processing), and Animal Carcasses directly to a final disposal location in Miami-Dade County, Florida, which shall be specified by the City. Tipping fee shall be a direct pass through expense to the City. Screening for HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process. • The Contractor shall extract and provide extraordinary transport for all hazardous uprooted stumps inclusive of stump hole filling. Inclusive of debris removal as described herein. • The Contractor shall remove all hanging tree limbs (2" or greater in diameter) from trees. Inclusive of debris removal as described herein. • The Contractor shall remove all hazardous trees. Stumps with root balls exposed more than 50% as associated with these hazardous trees shall also be removed. Inclusive of debris removal as described herein. • The Contractor's service shall include all related expenses including, but not limited to, contract administration, technical assistance to the City, personnel training and certification, safety and traffic management, and associated actions necessary for implementation of debris management operations by the Contractor as defined in the agreement.	Per Cubic Yard of debris generated from all delineated activities and delivered to the final disposal site.	

Consolidated service # 4a - As directed by the City as to location of work area, disaster assistance funding and as otherwise specified in the RFP document:		
The Contractor shall collect and haul all C&D debris, animal carcasses and all white goods (including Freon processing) to DMS, process debris, haul debris to final disposal and dispose of debris in the Contractors final disposal location.	Per Cubic Yard of debris generated from all delineated activities and delivered to the DMS.	
Consolidated service # 4b - As directed by the City as to location of work area, disaster assistance funding and as otherwise specified in the RFP document:		
The Contractor shall collect and haul all C&D debris, animal carcasses and all white goods (including Freon processing) to a final disposal location in Miami-Dade County, Florida, which shall be specified by the City. Tipping fee shall be a direct pass through expense to the City. Screening for HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process.	Per Cubic Yard of debris generated from all delineated activities and delivered to the final disposal site.	
Consolidated service # 5 - As directed by the City as to location of work area, disaster assistance funding and as otherwise specified in the RFP document:		
• The Contractor shall collect and haul vegetative debris (including stumps) and Animal Carcasses to DMS, reduce or otherwise process debris, haul debris to final disposal and dispose of debris in the Contractors final disposal location. Screening for HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process. • The Contractor's service shall include all related expenses including, but not limited to, contract administration, technical assistance to the City, personnel training and certification, (DMS) management, services for security, safety and traffic management, and associated actions necessary for implementation of debris management operations by the Contractor as defined in the agreement.	Per Cubic Yard of debris generated from all delineated activities and delivered to the DMS.	

RFP 2018-009 DISASTER DEBRIS REMOVAL SERVICES
SCHEDULE 3 – ADDITIONAL SERVICES SCHEDULE

Unit Prices shall include, but not be limited to, full compensation for labor, any and all equipment used, travel and related expenses and any and all other costs to the Proposer. The City will not pay and/or reimburse any additional costs including, but not limited to, travel, mileage, lodging, meals, and other travel and subsistence expenses. No overtime rates shall be paid by the City; unit prices shall include applicable overtime. Unit Prices shall remain fixed and firm for the initial three (3) year term of the contract. Prior to each renewal term of the resulting agreement, unit prices may be negotiated by the City with the Successful Proposer.

NOTE: Proposers are requested (but not required) to provide pricing for Additional Services as shown below. **Pricing for Additional Services will not be included in the Price Proposal Evaluation**. Proposers may provide additional services to the ones listed below. A unit price along with unit of measure and a description of the services must be included.

	UNIT OF MEASURE	UNIT PRICE
Abandoned Vehicle* Removal and disposal (FROM LAND) (including towing and processing). Screening for Animal Carcasses HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process. *** Boat trailer or open trailer; Box trailer; RV or BUS**	Vehicle	
Abandoned Vehicle* Removal and disposal (FROM WATER) (including towing and processing). Screening for Animal Carcasses HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process. ***Boat trailer or open trailer; Box trailer; RV or BUS**	Vehicle	
Boat removal, processing and disposal FROM LAND. Screening for Animal Carcasses HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process.	Cost per lineal foot	
Boat removal, processing and disposal FROM WATER. Screening for Animal Carcasses HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process.	Cost per lineal foot	
Fire Suppression Support.	Per Vehicle	
Emergency potable water.	Cost per gallon	
Emergency delivery of ice.	Per Pound	
Temporary bathrooms, showers, kitchens and feeding locations.	50 person unit for one day	
	100 person unit for one day	
Temporary satellite communications.	Per Phone/day	
Provide labor and machinery for pumping and water relocation/removal for flood control. **Pump capacity of 110 gallons per minute with a 4" discharge.**	Per pump/hour	

Hose for pump operation.	Per 100 foot of hose.	
Sewer, culvert and catch basin cleaning.	Per structure	
Decontamination of buildings and facilities.	Per square foot of affected facility.	
Mold remediation.	Per square foot of affected facility.	
Modular Units for Continuity of Operations	Per Unit / Per Day	
Temporary Refrigeration Rental	Per Unit / Per Day	

Emergency power generation.								
				Amps at different available 3 ph, 4 wire voltages			**UNIT OF MEASURE**	**UNIT PRICE**
KW	KVA	Fuel Capacity	Run time	120/240v	120/208v	277/480v		
100	125	196 gal	26 hrs	301 Amps	347 Amps	150 Amps	Per Generator	
175	219	350 gal	28 hrs	527Amps	608 Amps	264 Amps	Per Generator	
240	300	379 gal	23 hrs	723 Amps	834 Amps	361 Amps	Per Generator	
320	400	479 gal	23 hrs	963 Amps	1112 Amps	482 Amps	Per Generator	

EXHIBIT B
Price Tabulation
RFP 2008.05.05
Disaster Debris Management Services

DISASTER DEBRIS MANAGEMENT SERVICES PRICE SHEET (TIME & MATERIALS)

			CROWDER	ATL (No Bid Bond)	D&J ENT.	SRS	DRC	CERES	BERGERON	JB COXWELL	PHILLIPS & JORDAN	ASHBRITT
Heavy Equipment	**Size or Type**	**U/M**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**
			Operators Included	*Operators Included*	*Operators Included*	*Operators Included*	*Operators Included*	*Operators Included*	*Operators Included*	*Operators Included*	*Operators Included*	*Operators Included*
Skid Steer Loader	Bobcat	Hour	$ 80.00	$ 125.00	$ 55.00	$ 71.50	$ 90.00	$ 83.00	$ 75.00	$ 70.00	$ 88.00	$ 69.50
Backhoe	Cat 416	Hour	$ 75.00	$ 75.00	$ 80.00	$ 65.00	$ 110.00	$ 122.00	$ 85.00	$ 72.00	$ 108.00	$ 72.50
Wheel Loaders	Cat 950	Hour	$ 130.00	$ 150.00	$ 85.00	$ 132.00	$ 140.00	$ 120.00	$ 125.00	$ 95.00	$ 110.00	$ 120.00
Wheel Loaders	Cat 966	Hour	$ 135.00	$ 170.00	$ 95.00	$ 165.00	$ 150.00	$ 134.00	$ 135.00	$ 125.00	$ 120.00	$ 140.00
Wheel Loaders	Cat 980	Hour	$ 150.00	$ 200.00	$ 105.00	$ 210.00	$ 165.00	$ 156.00	$ 145.00	$ 145.00	$ 145.00	$ 160.00
Tracked Loader	Cat 955	Hour	$ 135.00	$ 100.00	$ 100.00	$ 132.00	$ 175.00	$ 144.00	$ 135.00	$ 110.00	$ 135.00	$ 135.00
Towed Loader w/ Tractor	Prentice 210	Hour	$ 130.00	$ 125.00	$ 85.00	$ 82.50	$ 130.00	$ 161.00	$ 150.00	$ 135.00	$ 180.00	$ 140.00
Self Loading Knuckle boom Truck	25-35 CY Body	Hour	$ 150.00	$ 150.00	$ 95.00	$ 137.50	$ 159.00	$ 140.00	$ 135.00	$ 142.00	$ 180.00	$ 135.00
Self Loading Knuckle boom Truck	35-45 CY Body	Hour	$ 160.00	$ 200.00	$ 100.00	$ 170.50	$ 175.00	$ 161.00	$ 150.00	$ 148.00	$ 180.00	$ 155.00
Dozer	Cat D4	Hour	$ 90.00	$ 100.00	$ 80.00	$ 99.00	$ 125.00	$ 121.00	$ 95.00	$ 80.00	$ 100.00	$ 95.00
Dozer	Cat D5	Hour	$ 120.00	$ 125.00	$ 85.00	$ 115.50	$ 140.00	$ 134.00	$ 110.00	$ 90.00	$ 115.00	$ 105.00
Dozer	Cat D6	Hour	$ 150.00	$ 150.00	$ 95.00	$ 115.50	$ 160.00	$ 159.00	$ 125.00	$ 103.00	$ 125.00	$ 120.00
Dozer	Cat D7	Hour	$ 175.00	$ 170.00	$ 110.00	$ 126.50	$ 195.00	$ 195.00	$ 155.00	$ 118.00	$ 140.00	$ 145.00
Dozer	Cat D8	Hour	$ 200.00	$ 180.00	$ 120.00	$ 185.00	$ 225.00	$ 226.00	$ 170.00	$ 135.00	$ 180.00	$ 170.00
Excavators	Cat 320	Hour	$ 130.00	$ 200.00	$ 120.00	$ 165.00	$ 150.00	$ 112.00	$ 95.00	$ 120.00	$ 125.00	$ 115.00
Excavators	Cat 325	Hour	$ 150.00	$ 225.00	$ 125.00	$ 195.00	$ 170.00	$ 137.00	$ 125.00	$ 138.00	$ 135.00	$ 130.00
Excavators	Cat 330	Hour	$ 180.00	$ 250.00	$ 130.00	$ 225.00	$ 190.00	$ 159.00	$ 140.00	$ 148.00	$ 145.00	$ 150.00
Tractor w/ Box Blade	80 Hp	Hour	$ 60.00	$ 75.00	$ 55.00	$ 65.00	$ 98.00	$ 77.00	$ 40.00	$ 65.00	$ 70.00	$ 50.00
Motor Grader	Cat 120G	Hour	$ 120.00	$ 100.00	$ 125.00	$ 132.00	$ 160.00	$ 149.00	$ 95.00	$ 130.00	$ 120.00	$ 120.00
Crane	30 Ton	Hour	$ 185.00	$ 100.00	$ 175.00	$ 154.00	$ 170.00	$ 201.00	$ 150.00	$ 210.00	$ 280.00	$ 195.00
Bucket Truck	Up to 50' reach	Hour	$ 150.00	$ 150.00	$ 200.00	$ 137.50	$ 175.00	$ 165.00	$ 80.00	$ 135.00	$ 162.00	$ 135.00
Bucket Truck	50' to 75' reach	Hour	$ 185.00	$ 200.00	$ 250.00	$ 154.00	$ 240.00	$ 189.00	$ 150.00	$ 145.00	$ 182.00	$ 150.00
Trash Transfer Trailer w/ Tractor	110 Yard	Hour	$ 130.00	$ 200.00	$ 110.00	$ 150.00	$ 175.00	$ 159.00	$ 135.00	$ 82.00	$ 130.00	$ 125.00
Mechanized Broom	Street Sweeper	Hour	$ 90.00	$ 100.00	$ 45.00	$ 95.00	$ 295.00	$ 77.00	$ 80.00	$ 70.00	$ 92.00	$ 75.00
Water Truck	2000 Gallon	Hour	$ 80.00	$ 125.00	$ 55.00	$ 150.00	$ 105.00	$ 83.00	$ 85.00	$ 65.00	$ 88.00	$ 85.00
Stump Grinder	Vermeer 252	Hour	$ 95.00	$ 175.00	$ 40.00	$ 79.00	$ 295.00	$ 100.00	$ 95.00	$ 60.00	$ 60.00	$ 85.00
Chipper w/ 2 man crew	Morbark Storm	Hour	$ 110.00	$ 100.00	$ 80.00	$ 195.00	$ 275.00	$ 134.00	$ 140.00	$ 115.00	$ 110.00	$ 125.00
12-Foot Tub Grinder	Morbark 1200	Hour	$ 475.00	$ 200.00	$ 575.00	$ 340.00	$ 510.00	$ 506.00	$ 475.00	$ 640.00	$ 590.00	$ 350.00
13-Foot Tub Grinder	Morbark 1300	Hour	$ 550.00	$ 400.00	$ 600.00	$ 340.00	$ 575.00	$ 592.00	$ 525.00	$ 660.00	$ 650.00	$ 405.00
14-Foot Tub Grinder	Diamond Z 1463	Hour	$ 625.00	$ 600.00	$ 650.00	$ 435.00	$ 725.00	$ 720.00	$ 600.00	$ 690.00	$ 760.00	$ 460.00
Heavy Equipment	**Size or Type**	**U/M**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**
Equipment Transport w/ Tractor	50 Ton	Hour	$ 110.00	$ 150.00	$ 100.00	$ 150.00	$ 105.00	$ 128.00	$ 95.00	$ 135.00	$ 125.00	$ 120.00
Truck Mounted Winch	Tow Truck	Hour	$ 75.00	$ 75.00	$ 150.00	$ 150.00	$ 95.00	$ 134.00	$ 110.00	$ 40.00	$ 125.00	$ 90.00
Haul Vehicles	**Size or Type**	**U/M**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**
			Operators Included	*Operators Included*	*Operators Included*	*Operators Included*	*Operators Included*	*Operators Included*	*Operators Included*	*Operators Included*	*Operators Included*	*Operators Included*
Dump Truck	10 to 15 CY	Hour	$ 65.00	$ 55.00	$ 50.00	$ 55.00	$ 85.00	$ 73.00	$ 45.00	$ 55.00	$ 70.00	$ 50.00
Dump Truck	16 to 20 CY	Hour	$ 75.00	$ 100.00	$ 55.00	$ 55.00	$ 110.00	$ 88.00	$ 80.00	$ 65.00	$ 75.00	$ 65.00
Trailer Dump w/ Tractor	30 to 40 CY	Hour	$ 100.00	$ 150.00	$ 60.00	$ 85.00	$ 145.00	$ 104.00	$ 85.00	$ 72.00	$ 89.00	$ 80.00
Trailer Dump w/ Tractor	41 to 50 CY	Hour	$ 110.00	$ 160.00	$ 75.00	$ 105.00	$ 160.00	$ 122.00	$ 90.00	$ 76.00	$ 95.00	$ 85.00
Trailer Dump w/ Tractor	51 to 60 CY	Hour	$ 120.00	$ 170.00	$ 85.00	$ 125.00	$ 175.00	$ 134.00	$ 95.00	$ 75.00	$ 100.00	$ 95.00
Trailer Dump w/ Tractor	61 to 70 CY	Hour	$ 130.00	$ 180.00	$ 90.00	$ 145.00	$ 180.00	$ 155.00	$ 110.00	$ 80.00	$ 110.00	$ 105.00
Walking Floor Trailer w/ Tractor	100 CY	Hour	$ 140.00	$ 150.00	$ 95.00	$ 120.00	$ 195.00	$ 144.00	-	$ 88.00	$ 120.00	$ 125.00
Transportation Vehicles	**Size or Type**	**U/M**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**
			Operators Not Included	*Operators Not Included*	*Operators Not Included*	*Operators Not Included*	*Operators Not Included*	*Operators Not Included*	*Operators Not Included*	*Operators Not Included*	*Operators Not Included*	*Operators Not Included*
Pickup Truck	1/2 Ton	Day	$ 35.00	$ 150.00	$ 250.00	$ 75.00	$ 175.00	$ 190.00	$ 65.00	$ 120.00	$ 150.00	$ 60.00
Pickup Truck	3/4 Ton	Day	$ 40.00	$ 160.00	$ 300.00	$ 75.00	$ 195.00	$ 220.00	$ 80.00	$ 128.00	$ 200.00	$ 70.00
Pickup Truck	1 Ton	Day	$ 45.00	$ 170.00	$ 300.00	$ 75.00	$ 200.00	$ 244.00	$ 112.00	$ 135.00	$ 300.00	$ 85.00
Box Truck	3/4 Ton	Day	$ 65.00	$ 150.00	$ 325.00	$ 129.00	$ 170.00	$ 384.00	$ 195.00	$ 130.00	$ 300.00	$ 95.00
Utility Van	3/4 Ton	Day	$ 65.00	$ 150.00	$ 325.00	$ 129.00	$ 175.00	$ 220.00	$ 135.00	$ 130.00	$ 250.00	$ 70.00
Passenger Van	9 Passenger	Day	$ 40.00	$ 200.00	$ 325.00	$ 48.00	$ 195.00	$ 212.00	$ 155.00	$ 80.00	$ 300.00	$ 65.00
Passenger Car	Full size	Day	$ 35.00	$ 180.00	$ 250.00	$ 48.00	$ 140.00	$ 132.00	-	$ 40.00	$ 150.00	$ 47.50
Personnel	**Size or Type**	**U/M**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**	**Unit Price**
Superintendent w/ Pickup Truck	Individual	Hour	$ 65.00	$ 95.00	$ 60.00	$ 75.00	$ 70.00	$ 85.00	$ 75.00	$ 90.00	$ 95.00	$ 70.00
Supervisor w/ Pickup Truck	Individual	Hour	$ 55.00	$ 85.00	$ 55.00	$ 60.00	$ 75.00	$ 70.00	$ 60.00	$ 80.00	$ 95.00	$ 65.00
Safety or QC Manager w/ Pickup Truck	Individual	Hour	$ 65.00	$ 75.00	$ 45.00	$ 125.00	$ 70.00	$ 79.00	$ 60.00	$ 85.00	$ 80.00	$ 65.00
Mechanic w/ Truck and Tools	Individual	Hour	$ 75.00	$ 125.00	$ 80.00	$ 55.00	$ 65.00	$ 73.00	$ 75.00	$ 60.00	$ 100.00	$ 75.00
Climber w/ Gear	Individual	Hour	$ 105.00	$ 175.00	$ 30.00	$ 55.00	$ 125.00	$ 102.00	$ 85.00	$ 85.00	$ 68.00	$ 85.00
Operator w/ Chainsaw	Individual	Hour	$ 50.00	$ 90.00	$ 25.00	$ 28.00	$ 42.00	$ 39.00	$ 55.00	$ 45.00	$ 55.00	$ 35.00
Laborer w/ Tools	Individual	Hour	$ 36.00	$ 45.00	$ 22.00	$ 24.00	$ 38.00	$ 37.00	$ 30.00	$ 32.00	$ 38.00	$ 30.00
Traffic Control Personnel	Individual	Hour	$ 36.00	$ 45.00	$ 22.00	$ 24.00	$ 37.00	$ 37.00	$ 30.00	$ 36.00	$ 36.00	$ 28.50
Ticket Writers	Individual	Hour	$ 40.00	$ 45.00	$ 25.00	$ 24.00	$ 36.00	$ 37.00	$ 35.00	$ 30.00	$ 38.00	$ 30.00
Clerical	Individual	Hour	$ 40.00	$ 45.00	$ 25.00	$ 40.00	$ 34.00	$ 35.00	$ 35.00	$ 34.00	$ 36.00	$ 35.00
Administrative Assistant	Individual	Hour	$ 55.00	$ 50.00	$ 30.00	$ 40.00	$ 34.00	$ 35.00	$ 45.00	$ 38.00	$ 36.00	$ 30.00

DISASTER DEBRIS MANAGEMENT SERVICES PRICE SHEET

VENDOR NAME…		CROWDER	ATL (No bid Bond)	D&J ENT.	SRS	DRC	CERES	BERGERON	JB COXWELL	PHILLIPS & JORDAN	ASHBRITT
DESCRIPTION OF SERVICES: ALL SERVICES ARE AS DIRECTED BY THE CITY AS TO THE LOCATION OF WORK AREA, DISASTER ASSISTANCE FUNDINGAND AS OTHERWISE SPECIFIEDIN THE RFP DOCUMENT	UNIT OF MEASURE	UNIT COST	UNIT COST	UNIT COST	UNIT COST	UNIT COST	UNIT COST	UNIT COST	UNIT COST	UNIT COST	UNIT COST
COMPONENT SERVICES											
Mobilization and demobilizatio	(lump sum)	**Included**	**No Charge**	**$ 10,000.00**	**$ 10,000.00**	**No Charge**	**No Cost**	**No Charge**	**No Charge**		
Collect Vegetative Debris from public or private property and transport toDMS or final disposal location. Screening for Animal Carcasses, HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process.								*			
(0-15 miles)	Cubic Yard	$ 9.16	$ 9.00	$ 7.25	$ 12.95	$ 7.82	$ 11.99	$ 12.75	$ 12.40	$ 10.50	$ 10.25
(15 – 30 miles)	Cubic Yard	**$ 9.76**	**$ 11.50**	**$ 7.75**	**$ 14.95**	**$ 8.86**	**$ 11.99**	**$ 15.75**	**$ 14.25**	**$ 11.00**	**$ 11.00**
(>30 miles)	Per Mile over 30 Miles, per cubic yard	**$ 0.04**	**$ 0.50**	**$ 8.50**	**$ 0.07**	**$ 0.36**	**$ 0.08**	**$ 22.75**	**$ 0.08**	**$ 0.14 per mile**	**$ 0.20**
Collect Construction and Demolition Debris (C&D) (including white goods not requiring Freon removal) from public or private property and transport to DMS or final disposal location. Screening for Animal Carcasses, HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process.								*			
0-15 miles	Cubic Yard	$ 10.16	$ 10.00	$ 7.25	$ 14.95	$ 8.24	$ 11.99	$ 22.50	$ 14.00	$ 11.50	$ 10.25
15-30 miles	Cubic Yard	**$ 10.76**	**$ 12.50**	**$ 7.75**	**$ 16.95**	**$ 9.24**	**$ 11.99**	**$ 22.50**	**$ 14.25**	**$ 12.00**	**$ 11.00**
>30 miles	Per Mile over 30 Miles, per cubic yard	**$ 0.04**	**$ 0.75**	**$ 8.50**	**$ 0.14**	**$ 0.38**	**$ 0.08**	**$ 32.50**	**$ 0.07**	**$ 0.14 per mile**	**$ 0.20**
Management of DMS and Processing (Reduction) of Vegetative Debris (including stumps).	Cubic Yard	**$ 2.27**	**$ 5.00**	**$ 3.25**	**$ 2.95**	**$ 3.45**	**$ 4.99**	**$ 10.00**	**$ 2.70**	**$ 4.00**	**$ 4.00**
Management of DMS and Processing (reduction, separation, recycling etc.) of Construction and Demolition Debris (C&D) (including white goods not requiring Freon removal).	Cubic Yard	**$ 2.27**	**$ 5.50**	**$ 3.75**	**$ 4.95**	**$ 3.86**	**$ 4.99**	**$ 21.50**	**$ 4.10**	**$ 5.00**	**$ 4.00**
Haul-Out of Reduced or Unreduced Debris from DMS to Final Disposal Site.								*			
(0-15 miles)	Cubic Yard	**$ 0.76**	**$ 5.00**	**$ 6.00**	**$ 7.95**	**$ 3.68**	**$ 3.99**	**$ 10.75**	**$ 6.25**	**$ 4.00**	**$ 4.25**
(15 - 30 miles)	Cubic Yard	**$ 0.94**	**$ 6.00**	**$ 7.00**	**$ 9.95**	**$ 4.86**	**$ 4.99**	**$ 13.75**	**$ 6.50**	**$ 5.00**	**$ 5.75**
(>30 miles)	Per Mile over 30 Miles, per cubic yard	**$ 0.04**	**$ 0.25**	**$ 9.00**	**$ 0.14**	**$ 0.34**	**$ 0.08**	**$ 20.75**	**$ 0.05**	**$ 0.03 per cy/per mile**	**$ 0.12**
Disposal at Contractor's Final Disposal Site								*			
Vegetative Debris (reduced)	Cubic Yard	**$ 18.97**	**$ 4.00**	**$ 6.00**	**$ 12.95**	**$ 0.55**	**$ 15.99**	**$ 12.75**	**$ 6.00**	***Contractor will pay all tipping/disposal fees at final disposal site. City will reimburse contractor at cost. Contractor will provide documentation of all tipping/disposal fees for reimbursement.***	**$ 10.00**
Vegetative Debris (un-reduced)	Cubic Yard	**$ 10.00**	**$ 12.00**	**$ 8.00**	**$ 14.95**	**$ 2.00**	**$ 21.99**	**$ 22.75**	**$ 7.70**		**$ 12.00**
Processed construction and Demolition (C&D) (including white goods not requiring or already processed for Freon removal	Cubic Yard	**$ 17.00**	**$ 13.00**	**$ 8.00**	**$ 7.95**	**$ 4.68**	**$ 27.99**	**$ 28.00**	**$ 8.10**		**$ 18.75**
Unprocessed Construction and Demolition (C&D) (including white goods not requiring or already processed for Freon removal	Cubic Yard	**$ 17.00**	**$ 14.00**	**$ 8.50**	**$ 18.95**	**$ 4.92**	**$ 16.99**	**$ 21.00**	**$ 8.50**		**$ 18.75**
Animal Carcasses	Carcass	**$ 9.85**	**$ 50.00**	**$ 300.00**	**$ 25.00**	**$ 75.00**	**$ 47.99**	**$ 1,200.00**	**$ 109.00**		**$ 115.00**
White Goods Freon processing	Piece	**$ 38.00**	**$ 50.00**	**$ 100.00**	**$ 45.00**	**$ 75.00**	**$ 59.99**	**$ 65.00**	**$ 45.00**	**$ 40.00**	**$ 65.00**
Hazardous Stump Extraction and Transportation to a DMS. Screening for Animal Carcasses, HW and								*			
< 24" (Treated as Normal Vegetative Debris, no per tree removal cost is applicable	Not applicable	As Per Vegetative Debris cubic yard rate – no extra charge for this item.	As Per Vegetative Debris cubic yard rate – no extra charge for this item.	As Per Vegetative Debris cubic yard rate – no extra charge for this item.	As Per Vegetative Debris cubic yard rate – no extra charge for this item.	As Per Vegetative Debris cubic yard rate – no extra charge for this item.	As Per Vegetative Debris cubic yard rate – no extra charge for this item.	As Per Vegetative Debris cubic yard rate – no extra charge for this item.	As Per Vegetative Debris cubic yard rate – no extra charge for this item.	As Per Vegetative Debris cubic yard rate – no extra charge for this item.	As Per Vegetative Debris cubic yard rate – no extra charge for this item.
24"- 36"	Per Stump	**$ 198.00**	**$ 550.00**	**$ 200.00**	**$ 150.00**	**$ 175.00**	**$ 199.99**	**$ 500.00**	**$ 260.00**	**$ 375.00**	**$ 125.00**
36" – 48"	Per Stump	**$ 210.00**	**$ 650.00**	**$ 400.00**	**$ 250.00**	**$ 325.00**	**$ 304.99**	**$ 600.00**	**$ 400.00**	**$ 495.00**	**$ 175.00**
48" – 72"	Per Stump	**$ 336.00**	**$ 749.00**	**$ 600.00**	**$ 450.00**	**$ 450.00**	**$ 641.99**	**$ 700.00**	**$ 560.00**	**$ 695.00**	**$ 305.00**
72" +	Per Stump	**$ 485.00**	**$ 1,000.00**	**$ 1,100.00**	**$ 1,000.00**	**$ 625.00**	**$ 932.99**	**$ 900.00**	**$ 810.00**	**$ 900.00**	**$ 425.00**

DISASTER DEBRIS MANAGEMENT SERVICES PRICE SHEET

VENDOR NAME…		CROWDER	ATL (No bid Bond)	D&J ENT.	SRS	DRC	CERES	BERGERON	JB COXWELL	PHILLIPS & JORDAN	ASHBRITT
DESCRIPTION OF SERVICES: ALL SERVICES ARE AS DIRECTED BY THE CITY AS TO THE LOCATION OF WORK AREA, DISASTER ASSISTANCE FUNDINGAND AS OTHERWISE SPECIFIEDIN THE RFP DOCUMENT	**UNIT OF MEASURE**	**UNIT COST**	**UNIT COST**	**UNIT COST**	**UNIT COST**	**UNIT COST**	**UNIT COST**	**UNIT COST**	**UNIT COST**	**UNIT COST**	**UNIT COST**
Hazardous Stump Extraction and Transportation to a final disposal location in Miami-Dade County, Florida, which shall be specified by the City. Tipping fee shall be a direct pass through expense to the City. Screening for Animal Carcasses, HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process.								*			
< 24" (Treated as Normal Vegetative Debris, no per tree removal cost is applicable	Not applicable	As Per Vegetative Debris cubic yard rate – no extra charge for this item.	As Per Vegetative Debris cubic yard rate – no extra charge for this item.	As Per Vegetative Debris cubic yard rate – no extra charge for this item.	As Per Vegetative Debris cubic yard rate – no extra charge for this item.	As Per Vegetative Debris cubic yard rate – no extra charge for this item.	As Per Vegetative Debris cubic yard rate – no extra charge for this item.	As Per Vegetative Debris cubic yard rate – no extra charge for this item.	As Per Vegetative Debris cubic yard rate – no extra charge for this item.	As Per Vegetative Debris cubic yard rate – no extra charge for this item.	As Per Vegetative Debris cubic yard rate – no extra charge for this item.
24"- 36"	Per Stump	$ 198.00	$ 687.00	$ 200.00	$ 150.00	$ 175.00	$ 182.99	$ 600.00	$ 230.00	$ 375.00	$ 125.00
36" – 48"	Per Stump	$ 210.00	$ 812.00	$ 400.00	$ 250.00	$ 325.00	$ 280.99	$ 700.00	$ 360.00	$ 495.00	$ 175.00
48" – 72"	Per Stump	$ 336.00	$ 936.00	$ 600.00	$ 450.00	$ 450.00	$ 585.99	$ 800.00	$ 530.00	$ 695.00	$ 305.00
72" +	Per Stump	$ 485.00	$ 1,250.00	$ 1,100.00	$ 1,000.00	$ 625.00	$ 853.99	$ 800.00	$ 780.00	$ 900.00	$ 425.00
Stump hole filling (process and material.)	Cubic Yard of Fill	**$ 3.00**		**$ 18.00**		**$ 14.50**	**$ 15.99**	**$ 18.00**			**$ 14.00**
Hanging Tree Limb Removal (2" or greater in diameter)	Per Tree	**$ 44.00**	**$ 128.00**	**$ 75.00**	**$ 97.00**	**$ 72.00**	**$ 70.99**	**$ 175.00**	**$ 45.00**	**$ 100.00**	**$ 145.00**
Remove Hazardous Trees with attached stumps if root balls are exposed more than 50%. All debris is to then be considered as normal debris. Screening for Animal Carcasses, HW and HHW, Infectious Waste and CBRN Waste shall be performed during the removal process.								*			
0" – 12" diameter (no per tree removal cost is applicable. Treat the Debris as normal Vegetative Debris)	Not applicable	As Per Vegetative Debris cubic yard rate	As Per Vegetative Debris cubic yard rate	As Per Vegetative Debris cubic yard rate	As Per Vegetative Debris cubic yard rate	As Per Vegetative Debris cubic yard rate	As Per Vegetative Debris cubic yard rate	As Per Vegetative Debris cubic yard rate	As Per Vegetative Debris cubic yard rate	As Per Vegetative Debris cubic yard rate	As Per Vegetative Debris cubic yard rate
13" to 24" diameter	Per Tree	$ 45.00	$ 450.00	$ 125.00	$ 75.00	$ 100.00	$ 158.99	$ 650.00	$ 130.00	$ 550.00	$ 95.00
25" to 48" diameter	Per Tree	$ 210.00	$ 650.00	$ 300.00	$ 150.00	$ 250.00	$ 243.99	$ 800.00	$ 280.00	$ 750.00	$ 185.00
49" to 72" diameter	Per Tree	$ 385.00	$ 850.00	$ 800.00	$ 300.00	$ 350.00	$ 507.99	$ 1,000.00	$ 410.00	$ 875.00	$ 325.00
> 72" diameter	Per Tree	$ 610.00	$ 1,050.00	$ 1,500.00	$ 600.00	$ 450.00	$ 744.99	$ 1,400.00	$ 690.00	$ 1,175.00	$ 450.00
Flush cut Hazardous Trees with root balls exposed less than 50%. All debris is to then be considered as								*			
0" – 12" diameter (no per tree removal cost is applicable. Treat the Debris as normal Vegetative Debris)	Not applicable	As Per Vegetative Debris cubic yard rate	As Per Vegetative Debris cubic yard rate	As Per Vegetative Debris cubic yard rate	As Per Vegetative Debris cubic yard rate	As Per Vegetative Debris cubic yard rate	As Per Vegetative Debris cubic yard rate	As Per Vegetative Debris cubic yard rate	As Per Vegetative Debris cubic yard rate	As Per Vegetative Debris cubic yard rate	As Per Vegetative Debris cubic yard rate
13" to 24" diameter	Per Tree	$ 45.00	$ 400.00	$ 75.00	$ 75.00	$ 100.00	$ 141.99	$ 150.00	$ 90.00	$ 475.00	$ 85.00
25" to 48" diameter	Per Tree	$ 199.00	$ 600.00	$ 100.00	$ 150.00	$ 250.00	$ 250.99	$ 250.00	$ 200.00	$ 650.00	$ 165.00
49" to 72" diameter	Per Tree	$ 326.00	$ 800.00	$ 175.00	$ 300.00	$ 350.00	$ 438.99	$ 350.00	$ 305.00	$ 775.00	$ 295.00
> 72" diameter	Per Tree	$ 453.00	$ 1,000.00	$ 225.00	$ 600.00	$ 450.00	$ 677.99	$ 500.00	$ 460.00	$ 1,075.00	$ 400.00
Demolition of Structures. Screening for Animal Carcasses, HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process.	Square Foot of structure	$ 1.33	$ 3.00	$ 8.00	$ 2.25	$ 3.24	$ 3.99	$ 8.00	$ 3.10		$ 2.75
Animal Carcass Removal and Disposal	Carcass	$ 9.85	$ 250.00	$ 300.00	$ 50.00	$ 75.00	$ 47.99	$ 1,200.00	$ 17.00	$ 2.00 per lb	$ 110.00
Hazardous Waste and Household Hazardous Waste Collection, Clean up and Disposal	Per 5 gallon	$ 19.56	$ 600.00	$ 35.00	$ 25.00	$ 88.00	$ 78.99	See Schedule	$ 95.00	$ 64.00 Note 1	$ 695.00
	Per Cubic Yard	$ 109.00	$ 15.00	$ 50.00	$ 78.00	$ 250.00	$ 119.99	See Schedule	$ 27.00	$ 2,250.00 Note 1	$ 185.00
Infectious Waste Clean-up and Disposal	Per 5 gallon	$ 86.40	$ 520.00	$ 55.00	$ 25.00	$ 175.00	$ 81.99	See Schedule	$ 230.00	$ 100.00 Note 1	$ 795.00
	Per Cubic Yard	$ 219.10	$ 13.00	$ 70.00	$ 78.00	$ 455.00	$ 238.99	See Schedule	$ 1,400.00	$ 3,800.00 Note 1	$ 185.00
CBRN Waste Clean-up and Disposal	Per 5 gallon	$ 439.00	$ 640.00	$ 55.00	$ 25.00	$ 3,500.00	$ 81.99	See Schedule	to be noegotiated	No Bid Note 1	$ 995.00
	Per Cubic Yard	$ 1,153.00	$ 16.00	$ 70.00	$ 78.00	$ 10,000.00	$ 238.99	See Schedule	to be noegotiated	No Bid Note 1	$ 195.00

DISASTER DEBRIS MANAGEMENT SERVICES PRICE SHEET

VENDOR NAME…		CROWDER	ATL (No bid Bond)	D&J ENT.	SRS	DRC	CERES	BERGERON	JB COXWELL	PHILLIPS & JORDAN	ASHBRITT
DESCRIPTION OF SERVICES: ALL SERVICES ARE AS DIRECTED BY THE CITY AS TO THE LOCATION OF WORK AREA, DISASTER ASSISTANCE FUNDINGAND AS OTHERWISE SPECIFIEDIN THE RFP DOCUMENT	**UNIT OF MEASURE**	**UNIT COST**	**UNIT COST**	**UNIT COST**	**UNIT COST**	**UNIT COST**	**UNIT COST**	**UNIT COST**	**UNIT COST**	**UNIT COST**	**UNIT COST**
CONSOLIDATED ALL INCLUSIVE SERVICES											
DESCRIPTION OF SERVICE	**UNIT OF MEASURE**	**UNIT COST**	**UNIT COST**	**UNIT COST**	**UNIT COST**	**UNIT COST**	**UNIT COST**	**UNIT COST**	**UNIT COST**	**UNIT COST**	**UNIT COST**
Consolidated Service # 1 - As directed by the City as to location of work area, disaster assistance funding and as otherwise specified in the RFP document:								*			
The Contractor shall collect and haul vegetative debris and Animal Carcasses to DMS, reduce or otherwise process debris, haul debris to final disposal and dispose of debris in the Contractors final disposal location. Screening for HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process The Contractor shall extract and provide any necessary extraordinary transport for all hazardous uprooted stumps inclusive of stump hole filling. (Inclusive of debris removal as described herein.) The Contractor shall remove all hanging tree limbs (2" or greater in diameter) from trees. Inclusive of debris removal as described herein. (Inclusive of debris removal as described herein.` The Contractor shall remove all hazardous trees. Stumps with root balls exposed more than 50% as associated with these hazardous trees shall also be removed. (Inclusive of debris removal as described herein The Contractor's service shall include all related expenses including, but not limited to, contract administration, technical assistance to the City, personnel training and certification, (DMS) management, services for security, safety and traffic management, and associated actions necessary for implementation of debris management operations by the Contractor as defined in the agreement.	Per Cubic Yard of debris generated from all delineated activities and delivered to the DMS.	$ 24.25	$ 24.00	$ 18.50	$ 27.50	$ 17.88	$ 39.99	$ 205.00	$ 43.40	$ 22.00 Note 1 & 2	$ 25.00
As a component of Consolidated Service #1, the Contractor shall collect and haul all C&D debris and all white goods (including Freon processing) to DMS, process debris, haul debris to final disposal and dispose of debris in the Contractors final disposal location.	Per Cubic Yard of debris generated from all delineated activities and delivered to the DMS.	$ 30.25	$ 27.00	$ 20.50	$ 27.50	$ 18.88	$ 50.99	$ 86.00	$ 39.10	$ 24.50 Note 1 & 2	$ 25.00
As a component of Consolidated Service #1, the Contractor shall also provide debris processing, (DMS) management, debris reduction, and debris haul out and disposal for vegetative debris, C&D debris, all white goods (including Freon processing) and Animal Carcasses delivered to the DMS by the City or other City authorized sources.	Per Cubic Yard of debris generated from all delineated activities and delivered to the DMS.	$ 48.00	$ 24.00	$ 20.50	$ 37.50	$ 8.24	$ 43.99	$ 95.00	$ 14.00	$ 27.50 Note 1 & 2	$ 9.50

DISASTER DEBRIS MANAGEMENT SERVICES PRICE SHEET

VENDOR NAME…		CROWDER	ATL (No bid Bond)	D&J ENT.	SRS	DRC	CERES	BERGERON	JB COXWELL	PHILLIPS & JORDAN	ASHBRITT
DESCRIPTION OF SERVICES: ALL SERVICES ARE AS DIRECTED BY THE CITY AS TO THE LOCATION OF WORK AREA, DISASTER ASSISTANCE FUNDINGAND AS OTHERWISE SPECIFIEDIN THE RFP DOCUMENT	**UNIT OF MEASURE**	**UNIT COST**	**UNIT COST**	**UNIT COST**	**UNIT COST**	**UNIT COST**	**UNIT COST**	**UNIT COST**	**UNIT COST**	**UNIT COST**	**UNIT COST**
Consolidated service # 2 - As directed by the City as to location of work area, disaster assistance funding and as otherwise specified in the RFP. document:								*			
The Contractor shall collect and haul vegetative debris, C&D debris, anima carcasses and all white goods (including Freon processing), and Animal Carcasses directly to a final disposal location in Miami-Dade County, Florida, which shall be specified by the City. Tipping fee shall be a direct pass through expense to the City. Screening for HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process. The Contractor shall extract and provide extraordinary transport for all hazardous uprooted stumps inclusive of stump hole filling. Inclusive of debris removal as described herein. The Contractor shall remove all hanging tree limbs (2" or greater in diameter) from trees. Inclusive of debris removal as described herei The Contractor shall remove all hazardous trees. Stumps with root balls exposed more than 50% as associated with these hazardous trees shall also be removed. Inclusive of debris removal as described herei The Contractor's service shall include all related expenses including, but not limited to, contract administration, technical assistance to the City, personnel training and certification, safety and traffic management, and associated actions necessary for implementation of debris management operations by the Contractor as defined in the agreement.	Per Cubic Yard of debris generated from all delineated activities and delivered to the final disposal site.	$ 15.25	$ 18.00	$ 18.50	$ 27.50	$ 14.88	$ 16.99	$ 155.00	$ 24.40	$ 17.50	$ 16.00
Consolidated service # 3a - As directed by the City as to location of work area, disaster assistance funding and as otherwise specified in the RFP document:								*			
The Contractor shall collect and haul all C&D debris, animal carcasses and all white goods (including Freon processing) to DMS, process debris, haul debris to final disposal and dispose of debris in the Contractors final disposal location.	Per Cubic Yard of debris generated from all delineated activities and delivered to the DMS.	$ 31.25	$ 27.50	$ 22.50	$ 37.50	$ 18.88	$ 50.99	$ 205.00	$ 24.00	$ 10.50 Contractor will pay all tipping/disposal fees at final disposal sites. City will reimbuse contractor at cost. Contractor will provide documentation of all tipping/disposal fees	$ 20.50

DISASTER DEBRIS MANAGEMENT SERVICES PRICE SHEET

VENDOR NAME…		CROWDER	ATL (No bid Bond)	D&J ENT.	SRS	DRC	CERES	BERGERON	JB COXWELL	PHILLIPS & JORDAN	ASHBRITT
DESCRIPTION OF SERVICES: ALL SERVICES ARE AS DIRECTED BY THE CITY AS TO THE LOCATION OF WORK AREA, DISASTER ASSISTANCE FUNDINGAND AS OTHERWISE SPECIFIEDIN THE RFP DOCUMENT	**UNIT OF MEASURE**	**UNIT COST**	**UNIT COST**	**UNIT COST**	**UNIT COST**	**UNIT COST**	**UNIT COST**	**UNIT COST**	**UNIT COST**	**UNIT COST**	**UNIT COST**
Consolidated service # 3b - As directed by the City as to location of work area, disaster assistance funding and as otherwise specified in the RFP document:								*			
The Contractor shall collect and haul all C&D debris, animal carcasses and all white goods (including Freon processing) to a final disposal location in Miami-Dade County, Florida, which shall be specified by the City. Tipping fee shall be a direct pass through expense to the City. Screening for HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process.	Per Cubic Yard of debris generated from all delineated activities and delivered to the final disposal site.	**$ 16.25**	**$ 21.00**	**$ 21.50**	**$ 37.50**	**$ 14.88**	**$ 15.99**	**$ 75.00**	**$ 24.00**	$ 16.50 Contractor will pay all tipping/disposal fees at final disposal sites. City will reimbuse contractor at cost. Contractor will provide documentation of all tipping/disposal fees	**$ 13.00**
Consolidated service # 4 - As directed by the City as to location of work area, disaster assistance funding and as otherwise specified in the RFP document:								*			
The Contractor shall collect and haul vegetative debris (including stumps) and Animal Carcasses to DMS, reduce or otherwise process debris, haul debris to final disposal and dispose of debris in the Contractors final disposal location. Screening for HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process The Contractor's service shall include all related expenses including, but not limited to, contract administration, technical assistance to the City, personnel training and certification, (DMS) management, services for security, safety and traffic management, and associated actions necessary for implementation of debris management operations by the Contractor as defined in the agreement.	Per Cubic Yard of debris generated from all delineated activities and delivered to the DMS.	$ 15.25	$ 23.00	$ 20.50	NO BID	$ 15.88	$ 39.99	$ 205.00	$ 36.10	$16.50 See note 1 & 2	$ 20.50
ADDITIONAL SERVICES											
AS#1) Abandoned Vehicle Removal and disposal (from land) (including towing and processing). Screening for Animal Carcasses HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process.	Vehicle	$ 110.00	$ 200.00	$ 750.00	NO BID	$ 495.00	$ 487.00	$ 475.00	$ 220.00	$ 800.00	$ 275.00
AS#2) Abandoned Vehicle Removal and disposal (from water) (including towing and processing). Screening for Animal Carcasses HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process.	Vehicle	$ 350.00	$ 1,500.00	$ 1,500.00	NO BID	$ 1,450.00	$ 523.00	$ 675.00	$ 370.00	$ 1,400.00	$ 375.00
AS#3) Debris removal from canals. Screening for Animal Carcasses HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process.	Cost per cubic yard	**$ 85.00**	**$ 50.00**	**$ 25.00**	**NO BID**	**$ 58.88**	**$ 43.00**	**$ 45.00**	**$ 14.00**	**$ 285.00**	**$ 38.50**
AS#4) Boat removal, processing and disposal from land. Screening for Animal Carcasses HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process.	Cost per lineal foot	**$ 34.20**	**$ 200.00**	**$ 150.00**	**NO BID**	**$ 125.00**	**$ 17.00**	**$ 75.00**	**$ 31.00**	**$ 260.00**	**See schedule 2b**
AS#5) Boat removal, processing and disposal from water. Screening for Animal Carcasses HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process.	Cost per lineal foot	**$ 85.00**	**$ 210.00**	**$ 300.00**	**NO BID**	**$ 250.00**	**$ 23.00**	**$ 175.00**	**$ 39.33**	**$ 300.00**	**See schedule 2b**

DISASTER DEBRIS MANAGEMENT SERVICES PRICE SHEET

VENDOR NAME…		CROWDER	ATL (No bid Bond)	D&J ENT.	SRS	DRC	CERES	BERGERON	JB COXWELL	PHILLIPS & JORDAN	ASHBRITT
DESCRIPTION OF SERVICES: ALL SERVICES ARE AS DIRECTED BY THE CITY AS TO THE LOCATION OF WORK AREA, DISASTER ASSISTANCE FUNDINGAND AS OTHERWISE SPECIFIEDIN THE RFP DOCUMENT	UNIT OF MEASURE	UNIT COST	UNIT COST	UNIT COST	UNIT COST	UNIT COST	UNIT COST	UNIT COST	UNIT COST	UNIT COST	UNIT COST
The following additional services shall be made part of a contract separate from the stand alone debris related services contract:								*			
AS#6) Fire Suppression Support.	Per Vehicle	$ 60.00 per day	$ 1,500.00	$ 500.00	NO BID	$ 4,500.00	$ 156.00	$ 95.00	$ 17.00	$3,800.00 per veh/week	$ 850.00
AS#7) Emergency potable water.	Cost per gallon	$ 1.00	$ 2.00	$ 4.00	NO BID	$ 1.48	$ 4.00	$ 0.77	$ 1.36	$ 2.25	See schedule A
AS#8) Emergency delivery of ice.	Per Pound	$ 0.25	$ 0.60	$ 2.50	NO BID	$ 0.24	$ 1.00	$ 0.55	$ 0.38	$ 0.92	See Schedule A
AS#9) Temporary bathrooms, showers, kitchens and feeding locations.	50 person unit for one day	$ 6,700.00	$ 5,000.00	$ 1,500.00	NO BID	$ 9,500.00 see note # 1	$ 15,900.00	$ 2,500.00	$ 2,490.00		See Schedule B
	100 person unit for one day		$ 10,000.00	$ 300.00	NO BID	$ 19,500.00 see note # 1	$ 17,900.00	$ 5,000.00	$ 4,290.00		See Schedule B
AS#10) Temporary satellite communications.	Per Phone/day	$ 8.00	$ 500.00	$ 500.00	NO BID	$ 68.00 see note # 2	$ 39.00	$ 275.00	see price sheet attached	$ 185.00	See Schedule E
AS#11a) Provide labor and machinery for pumping and water relocation/removal for flood control. Pump capacity of 110 gallons per minute with a 4" discharge	Per pump/hour	$ 60.00	$ 100.00	$ 500.00	NO BID	$ 195.00	$ 137.00	$ 150.00	$ 86.10	$ 225.00	See Schedule G
AS#11b) Hose for pump operation.	Per 100 foot of hose.	$ 8.00 per day	$ 25.00	$ 200.00	NO BID	$ 10.00 per hour	$ 305.00 per day	$ 50.00	$ 18.00	$ 39.00 per day	See Schedule G
AS#12) Sewer, culvert and catch basin cleaning.	Per structure	$ 500.00	$ 250.00	$ 1,000.00	NO BID	$ 375.00	$ 340.00	$ 175.00	$ 130.00	$ 650.00	Incident Specific
AS#13) Decontamination of buildings and facilities.	Per square foot of affected facility	$ 3.11	$ 1.00	$ 25.00	NO BID	$ 4.46	$ 29.00	$ 5.00	$ 3.10	$ 2.00	See Schdule H
AS#14) Mold remediation.	Per square foot of affected facility	$ 4.28	$ 1.00	$ 25.00	NO BID	$ 2.68	$ 29.00	$ 5.00	$ 5.80	$ 38.00	See Schedule H

Note 1: Assumes 30 days minimum on temporary bathroom, kitchens and feeding locations

Note 2: $1.36 per minute air time for satellite phones

** Tipping Fee will be a pass through. Handling fee, use hourly rate. Labor Rates, see schedule.*

Note 1: Debris will be place on ROW for Haul Off Loader collection of vegetetive Debris bid item

Note 2: Owner to provide DMS.

See attached shedule pricing

DISASTER DEBRIS MANAGEMENT SERVICES PRICE SHEET

AS#15) Emergency power generation.								CROWDER	ATL (No bid Bond)	D&J ENT.	SRS	DRC	CERES	BERGERON	JB COXWELL	PHILLIPS & JORDAN	ASHBRITT
				Amps at different available 3 ph, 4 wire voltages			UNIT OF MEASURE	UNIT COST	UNIT COST	UNIT COST	UNIT COST	UNIT COST	UNIT COST	UNIT COST	UNIT COST	UNIT COST	UNIT COST
KW	KVA	Fuel Capacity	Run time	120/240v	120/208v	277/480v	Per Generator							$ 1,475.00			
100	125	196 gal	26 hrs	301 Amps	347 Amps	150 Amps	Per Generator	$ 736.00	$ 1,680.00	$ 5,000.00	NO BID	$ 160.00	$ 1,890.00	$ 2,182.00	$ 610.00	$ 3,800.00	$ 1,680.00
175	219	350 gal	28 hrs	527Amps	608 Amps	264 Amps	Per Generator	$ 966.00	$ 2,305.80	$ 6,000.00	NO BID	$ 225.00	$ 2,654.00	$ 3,108.00	$ 1,290.00	$ 4,200.00	$ 2,305.80
240	300	379 gal	23 hrs	723 Amps	834 Amps	361 Amps	Per Generator	$ 1,080.00	$ 2,857.19	$ 8,000.00	NO BID	$ 450.00	$ 3,293.00	$ 4,875.00	$ 1,710.00	$ 4,800.00	$ 2,857.19
320	400	479 gal	23 hrs	963 Amps	1112 Amps	482 Amps	Per Generator	$ 1,440.00	$ 3,190.95	$ 10,000.00	NO BID	$ 675.00	$ 3,659.00	$ 5,290.00	$ 2,310.00	$ 6,400.00	$ 3,190.95
									all prices above per day	*all prices above per day rental*		*all prices above per hour*	*all prices above per day*	*all prices above per week*	*all prices above per day*	*all prices above per week*	*all prices above per 24 hours*

EXHIBIT C
Revised Solicitation Submission Checklist

SOLICITATION SUBMISSION CHECKLIST

Request for Proposals (RFP) No. 2018-009 Disaster Debris Removal Services

COMPANY NAME: (Please Print):_____

Phone: _____ Email: _____

Please provide the PAGE NUMBER in the blanks provided as to where compliance information is located in your Submittal for each of the required submittal items listed below:

SUBMITTAL - SECTION I: TITLE PAGE, TABLE OF CONTENTS, REQUIRED FORMS, AND MINIMUM QUALIFICATION REQUIREMENTS.

1) Title Page: Show the RFP number and title, the name of your firm, address, telephone number, name of contact person, e-mail address, and date. _____
2) Provide a Table of Contents in accordance with and in the same order as the respective "Sections" listed below. Clearly identify the material by section and page number. _____
3) Fill out, sign, and submit the Proposer's Acknowledgement Form. _____
4) Fill out and submit the Solicitation Submission Check List. _____
5) Fill out, sign, notarize (as applicable), and submit the Proposer's Affidavit and Schedules A through L. _____
6) Include a Bid Bond, in accordance with Section 1.17 of the RFP. _____
7) Minimum Qualification Requirements: submit detailed verifiable information affirmatively documenting compliance with the Minimum Qualifications Requirements shown in Section 3. _____

SUBMITTAL - SECTION II: PROPOSER'S QUALIFICATIONS

(i) FOR PROPOSER:

1) Provide a complete history and description of your company, including, but not limited to, the number of years in business, size, number of employees, office location, copy of applicable licenses/certifications, credentials, capabilities and capacity to meet the City's needs. _____

2) Describe the Proposer's relevant knowledge and experience in providing the services described in the "Scope of Services" to public sector agencies similar in size to the City of Coral Gables. Include information which addresses, but is not limited to the following:
   - establishing and operating multiple Debris Management Sites (DMS)
   - regulations affecting the removal, processing and disposal of mixed debris
   - filing and receiving federal and state reimbursements for disaster recovery work, including preparing ad submitting federal/state project work sheets
   - assessing, removing and disposing of specialty debris including hazardous materials, dead animals, hazardous stumps and submerged debris.
   - demolition of structures, and debris removal from private property (right-of-entry programs) and publicly owned property (other than rights-of-way)
   - assisting governmental entities in providing community relations including the company's ability to create audio/visual presentations and fact sheets.
   - Providing human support activities such as food, water and sanitation services

_____

3) Describe the Proposer's professional development program, including policy/procedures/measures in place ensuring all key personnel assigned to the City have continuing education and receive specialized training in the services solicited herein.. _____

4) The Proposer must not have a vested interest in a debris monitoring contract or contractor(s) with the City. Also, there must be no conflict of interest between the Proposer and a debris monitoring contractor(s). Proposer shall include a statement confirming the latter, including certification that neither Proposer nor any employee thereof, has a conflict of interest, either direct or indirect, in connection with the services sought herein pursuant to Federal and state law._____

5) Provide financial statements, in a sealed envelope, for the last two (2) complete fiscal years. Such statements should include, at a minimum, balance sheets (statements of financial position) and statements of profit and loss (statement of net income). Statements shall be certified by an independent Certified Public Accountant. (NO PAGE NUMBER REQUIRED)

6) **Bonding Capacity.** Proposer shall provide a letter from a Surety firm affirming that Proposer has sufficient bonding capacity to provide performance and payment bonds in an amount not less than one hundred percent (100%) of the contract amount. The Surety firm shall be rated by an AM Best as to be no less than A- (Excellent). The statement of bonding capacity shall be directly form the Surety firm on its official letterhead and signed by an authorized agent of the firm. _____

(ii) FOR KEY PERSONNEL:

1) Provide a summary of the qualifications, copy of applicable licenses/certifications, and relevant experience of all proposed key personnel (i.e., Project Manager, Operations Manager, including sub-consultants). Include resumes (listing experience, education, licenses/certifications) and specify the role and responsibilities of each team member in providing the services outlined in the RFP. Documentation submitted must clearly demonstrate key personnel's knowledge, experience, and understanding of the types of services to be performed and of federal, state, and local laws and regulations governing this work._____

2) Provide an organizational chart of all key personnel that will be used. _____

SUBMITTAL - SECTION III: PROJECT UNDERSTANDING, PROPOSED APPROACH, AND METHODOLOGY

1) Describe in detail, your approach to perform the services and tasks solicited herein. Include detailed information, as applicable, which addresses, but need not be limited to: understanding of the RFP scope and requirements, strategies for assuring assigned work is completed on time, communication with City staff, and how the Proposer intends to positively and innovatively work with the City in providing the services outlined in this RFP. _____

2) Describe in detail Proposer's Mobilization/Operation Plan. The plan must include, but not be limited to the following:

    a. Proposer's mobilization/operation procedures following a disaster event.

    b. Breakdown of the time required to perform each task including guaranteed times to mobilize the Proposer's forces, to establish an onsite emergency response and communication center, to mobilize recovery equipment, to establish Debris Management Sites (DMS), and to mobilize subcontractors.

    c. Breakdown of the manpower (position titles and number of support personnel) and available equipment (type of loaders, aerial lifts and transport vehicles etc.) that will be assembled during each phase (Initial Deployment, Emergency Push/Road Clearance,

Debris Removal, Debris Management Sites (DMS) Operations including provisions for recycling debris, Demolition of Structures and Optional Services etc.).

d. Plan for Debris Management Sites (DMS) that describes the operations expected including materials handling, reduction, storage, recycling, equipment maintenance, etc. The plan must address any applicable State and Federal laws and regulations.

_____

3) Indicate areas of the scope and percentage of work Proposer may subcontract and how it will ensure that only subcontractors approved by the City are utilized. Explain Proposer's processes for selecting and training subcontractors to manage disaster events.. _____

4) Describe Proposer's "clean as you go" policy. _____

5) Discuss Proposer's approach to:
   a. team work assignments, data management, and project tracking.
   b. supervising multiple clean-up crews, managing multiple tasks simultaneously and expeditiously, and resolving problems.
   c. ensuring the quality of the work being performed by its crews and subcontractors.

   _____

6) Describe Proposer's database reporting system and capabilities, including the ability to capture data and provide electronic reports as required in the RFP. Attach sample reports, load tickets and vehicle placards used in the operation of debris removal activity. _____

7) Provide current and projected workload for the Proposer and key personnel assigned to the City's account. Explain how this potential contract will fit into the Proposer's workload and how it plans to distribute resources and personnel, amongst its various clients, during a disaster event. For each current and projected engagement, please indicate the following:
   a. Client name
   b. Current and/or projected workload
   c. Estimated dollar amount and cubic yards of engagement
   d. Key personnel assigned

   _____

8) Comprehensive description of the proposed quality control plan. This description should include, at a minimum, the Proposer's quality control organization, overview of tasks to be inspected, reports, and methods of inspections. _____

9) Description of the Proposer's customer service plan to respond to City complaints. _____

10) Explain how Proposer has complied with the public policies of the Federal Government. These include amongst other things, past and current compliance with:

    a. Equal opportunity and nondiscrimination laws as required in 41 C.F.R. Part 60-1.4(b)

    b. Affirmative steps described in 2 CFR § 200.321(b) for all subcontracting under contracts supported by FEMA financial assistance. Document Proposer's efforts to utilize M/WBE firms, including what firms were solicited as suppliers and/or subcontractors.

    _____

SUBMITTAL – SECTION IV: PAST PERFORMANCE AND REFERENCES

1) Provide a minimum of three (3) references (but no more than five (5)) from public sector agencies, similar in size to the City of Coral Gables, for which Proposer has provided the services described in the RFP. Please include: (1) client name, (2) address, (3) contact name, (4) contact telephone number, (5) contact email address, (6) term of contract (start and end date), (7) total dollar value of the contract, (8) services provided, (9) agency's size (number of residents and square miles), (10) volume of debris managed and disposed. **DO NOT include work/services performed for the City of Coral Gables or City employees as reference.** _____

2) Provide a list with contact information of public sector clients, if any, that have discontinued use of Proposer's services within the past two (2) years and indicate the reasons for the same. The City reserves the right to contact any reference as part of the evaluation process. _____

SUBMITTAL – SECTION V: PRICE PROPOSAL

1) Provide pricing utilizing the Price Proposal form under Section 8. _____

- - N O T I C E - -

BEFORE SUBMITTING YOUR RFP RESPONSE MAKE SURE YOU:

☐ 1. Carefully read and have a clear understanding of the RFP, including the Scope of Services and enclosed Professional Services Agreement (*draft*).

☐ 2. Carefully follow the Submission Requirements outlined in Section 6 of the RFP.

☐ 3. Prepare and submit ONE ORIGINAL RESPONSE and SEVEN (7) PHOTOCOPIES with ONE (1) digital copy on a CD or flash drive.

☐ 4. Clearly mark the following on the outside of your submittal package: RFP Number, RFP Title, Proposer's Name and Return Address, Submittal Deadline.

☐ 5. Make sure your Response is submitted prior to the submittal deadline. **Late responses will not be accepted.**

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EXHIBIT D
DMS SITES

http://www.miamidade.gov/propertysearch/#/

Property Search Applicatio...

File Edit View Favorites Tools Help

PROPERTY INFORMATION

Folio: 03-4107-018-8210

Sub-Division:
CORAL GABLES GRANADA SEC REV

Property Address

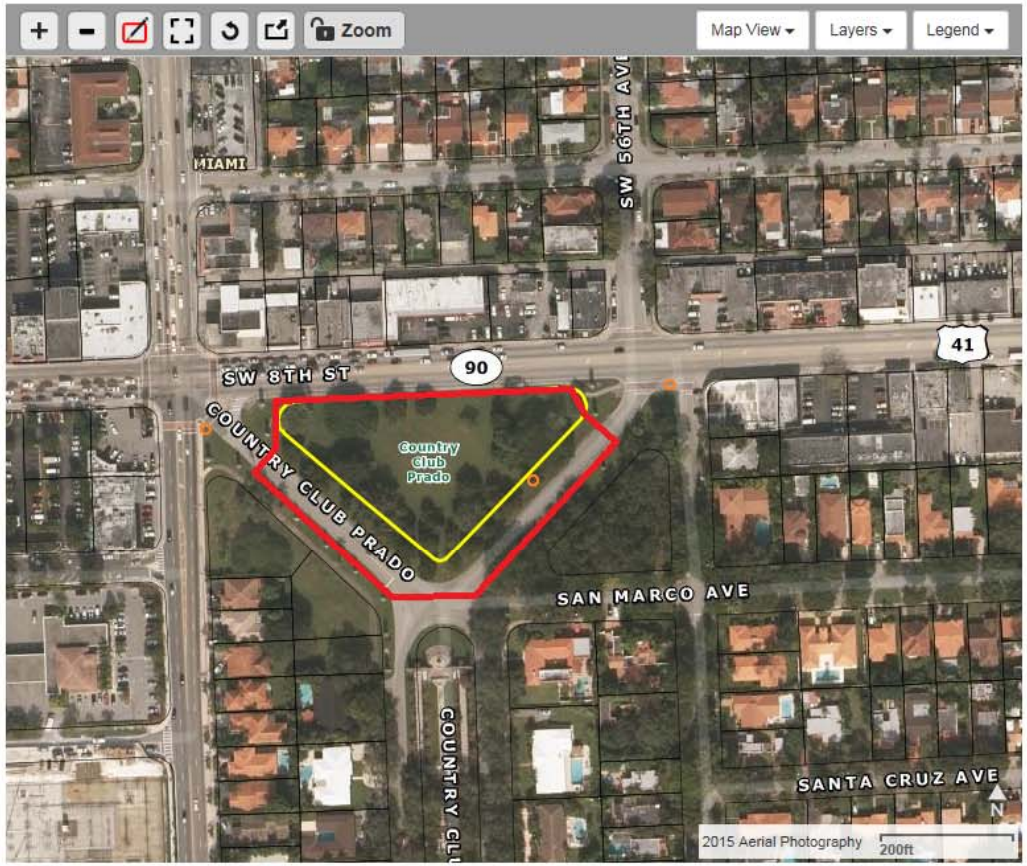
Owner
CITY OF CORAL GABLES

Mailing Address
CITY HALL
CORAL GABLES , FL

Primary Zone
8600 SPECIAL USE

Primary Land Use
8080 VACANT GOVERNMENTAL : VACANT LAND - GOVERNMENTAL

Beds / Baths / Half	0 / 0 / 0
Floors	0
Living Units	0
Actual Area	0
Living Area	0
Adjusted Area	0
Lot Size	68,550 Sq.Ft
Year Built	0



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Comparable Sales | Glossary | Non-Ad Valorem Assessments | PA Additional Online Tools

12:27 PM
8/25/2015

Property Information	
Folio:	30-4014-035-0010
Property Address:	2811 SW 70 AVE Miami, FL 33155-2845
Owner	CENTRAL BUSINESS PLAZA A LLC
Mailing Address	11841 SW 57 CT CORAL GABLES, FL 33156 USA
PA Primary Zone	7600 INTENSIVE USE
Primary Land Use	4837 WAREHOUSE TERMINAL OR STG : WAREHOUSE OR STORAGE
Beds / Baths / Half	0 / 0 / 0
Floors	1
Living Units	0
Actual Area	13,533 Sq.Ft
Living Area	Sq.Ft

http://www.miamidade.gov/propertysearch/#/

Property Search Applicatio...

File Edit View Favorites Tools Help

PROPERTY INFORMATION

Folio: 30-4014-032-0010

Sub-Division:
DENMARK FINK SUB

Property Address
2800 SW 72 AVE
Miami , FL 33155-2825

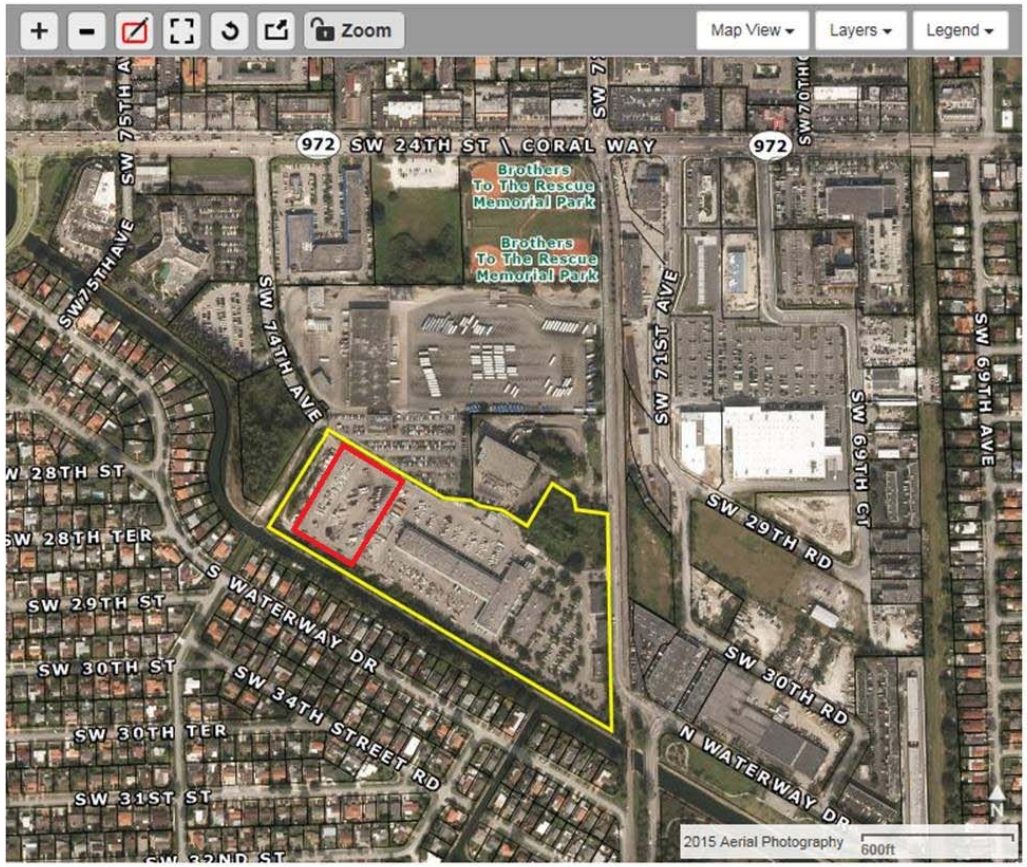
Owner
CITY OF CORAL GABLES

Mailing Address
CITY HALL
CORAL GABLES , FL 33154

Primary Zone
6400 COMMERCIAL - CENTRAL

Primary Land Use
8940 MUNICIPAL : MUNICIPAL

Beds / Baths / Half	0 / 0 / 0
Floors	1
Living Units	0
Actual Area	94,372 Sq.Ft
Living Area	
Adjusted Area	94,372 Sq.Ft
Lot Size	767,527 Sq.Ft
Year Built	1956



Featured Online Tools

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8/25/2015

CITY OF CORAL GABLES, FL

FINANCE DEPARTMENT / PROCUREMENT DIVISION

405 Biltmore Way – Coral Gables, FL 33134

REQUEST FOR PROPOSALS
RFP 2018-009

DISASTER DEBRIS REMOVAL SERVICES

Submittal Deadline / RFP Opening: 2:00 p.m. Thursday, April 5, 2018

CORAL GABLES, FL

City of Coral Gables, 2800 SW 72nd Avenue, Miami, FL 33155
FINANCE DEPARTMENT / PROCUREMENT DIVISION
Tel: 305-460-5102, Fax: 305-261-1601

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CITY OF CORAL GABLES, FL

2800 SW 72nd Avenue, Miami, FL 33155
Finance Department / Procurement Division
Tel: 305-460-5102 / Fax: 305-261-1601

PROPOSER'S ACKNOWLEDGEMENT

RFP Title: **DISASTER DEBRIS REMOVAL SERVICES** **RFP No. 2018-009** A cone of silence is in effect with respect to this RFP. The Cone of Silence prohibits certain communication between potential vendors and the City. For further information, please refer to the City Code Section 2-1027 of the City of Coral Gables Procurement Code.	Sealed response submittals must be received prior to **2:00 p.m., Thursday, April 5, 2018**, by the Procurement Office, located at 2800 S.W. 72nd Avenue, Miami, FL 33155; and are to remain valid for 120 calendar days. Submittals received after the specified date and time will be returned unopened. Contact: Yusbel Gonzalez, CPPB Title: Procurement Specialist Telephone: 305-460-5107 Facsimile: 305-261-1601 Email:ygonzalez@coralgables.com / contracts@coralgables.com

Proposer Name:	FEIN or SS Number:
Complete Mailing Address:	Telephone No.:
	Cellular No.:
Indicate type of organization below: Corporation: __ Partnership: __ Individual: __ Other:__	Fax No.:
Bid Bond / Security Bond (*if applicable*) 5 %	Email:

ATTENTION: THIS FORM ALONG WITH ALL REQUIRED RFP FORMS MUST BE COMPLETED, SIGNED (PREFERABLY IN BLUE INK), AND SUBMITTED WITH THE RESPONSE PRIOR TO THE SUBMITTAL DEADLINE. FAILURE TO DO SO MAY DEEM PROPOSER NON-RESPONSIVE.

THE PROPOSER CERTIFIES THAT THIS SUBMITTAL IS BASED UPON ALL CONDITIONS AS LISTED IN THE RFP DOCUMENTS AND THAT THE PROPOSER HAS MADE NO CHANGES IN THE RFP DOCUMENT AS RECEIVED. THE PROPOSER FURTHER AGREES IF THE RFP IS ACCEPTED, THE PROPOSER WILL EXECUTE AN APPROPRIATE AGREEMENT FOR THE PURPOSE OF ESTABLISHING A FORMAL CONTRACTUAL RELATIONSHIP BETWEEN THE PROPOSER AND THE CITY OF CORAL GABLES FOR THE PERFORMANCE OF ALL REQUIREMENTS TO WHICH THIS RFP PERTAINS. FURTHER, BY SIGNING BELOW PREFERABLY IN **BLUE INK,** ALL RFP PAGES ARE ACKNOWLEDGED AND ACCEPTED AS WELL AS ANY SPECIAL INSTRUCTION SHEET(S) IF APPLICABLE. THE UNDERSIGNED HEREBY DECLARES (OR CERTIFIES) ACKNOWLEDGEMENT OF THESE REQUIREMENTS AND THAT HE/SHE IS AUTHORIZED TO BIND PERFORMANCE OF THIS RFP FOR THE ABOVE PROPOSER.

_____ _____

Authorized Name and Signature *Title* *Date*

CITY OF CORAL GABLES, FL

City of Coral Gables, 2800 SW 72nd Avenue, Miami, FL 33155
Finance Department / Procurement Division
Tel: 305-460-5102, Fax: 305-261-1601

PUBLIC NOTICE

Request for Proposals (RFP) No. 2018-009

The City of Coral Gables is soliciting proposals for **Disaster Debris Removal Services** from a qualified and experienced professional firm ("Proposer"), readily available to provide the services outlined in this solicitation, in accordance with Federal Emergency Management Agency (FEMA) policies, procedures, and directives; Federal law, regulations, and executive orders; and State / Local law and regulations.

The Request for Proposals (RFP) may be downloaded by visiting PublicPurchase (www.publicpurchase.com). Prospective Proposers must register with PublicPurchase, free-of-charge, in order to download the solicitation. A detailed user guide for the registration process may be downloaded by visiting the Procurement Division Supplier Services webpage at: www.coralgables.com/index.aspx?page=1275.

Any prospective proposer who has received this solicitation by any means other than through PublicPurchase must register immediately with PublicPurchase to ensure it receives any addendum issued to this solicitation. Failure to acknowledge receipt of an addendum may result in disqualification of proposal submitted.

Proposals for RFP No. 2018-009, will be received until 2:00 p.m., Thursday, April 5, 2018. Proposals submitted by mail or hand delivered should be sent to the City of Coral Gables, Procurement Division, 2800 SW 72nd Avenue, Miami, Florida 33155. The City of Coral Gables will not accept, and will in no way be responsible for any Proposals received after the submittal deadline**.** The responsibility for submitting Proposals before the stated time and date is solely the responsibility of the Proposer. Verbal or electronic (e-mailed) responses are not acceptable.

One (1) original proposal response, seven (7) copies and one (1) digital copy on a CD or flash drive (*PDF format*) must be signed and submitted in a sealed envelope and clearly marked: **DISASTER DEBRIS REMOVAL SERVICES – RFP No. 2018-009** and Proposer's Name, Address, Contact Name, and Telephone Number.

Anticipated Schedule of Events:

RFP Advertisement	Tuesday, March 6, 2018
Deadline for Questions	5:00 p.m., Thursday, March 15, 2018
Proposals Submittal Deadline / Proposal Opening	2:00 p.m., Thursday, April 5, 2018

Award of this solicitation will be made to the highest ranked responsive and responsible proposer(s), based on the criteria method, within a reasonable time after opening of proposals. However, the City reserves the right to accept or reject any and/or all Proposals or sections thereof, and waive any informalities or technicalities at any time during the RFP solicitation process.

PRICING MUST BE FIRM FOR ONE-HUNDRED AND TWENTY (120) DAYS. ESCALATION CLAUSES OF ANY KIND CONTAINED IN YOUR RESPONSE ARE NOT ACCEPTABLE. THE CITY OF CORAL GABLES MAY ALSO REJECT ANY AND/OR ALL PROPOSALS.

This solicitation is subject to the following Ordinances/Resolutions which may be found on the City of Coral Gables Website: http://www.coralgables.com, click on Government, City Department, Procurement,. Procurement Code (City Code Chapter 2 Article VIII)

- Cone of Silence – Sec. 2-1027
- Ethics – Sec. 2-1022 to 2-1054
- Debarment Proceedings – Sec. 2-912
- Protest Procedures – Sec. 2-910
- Polystyrene – Sec. 2-730
- Buy American – Sec. 2-699
- Sustainability (Green) Sec. 2-697

Conflict of Interest and Code of Ethics

- Coral Gables, FL, Code of Ordinances, Chapter 2 – Administration, Article V

City Clerk, Lobbyist Registration, Applications and Forms

- Lobbyist Registration & Disclosure of Fees – Ordinance No. 2006-11

Sincerely,

Procurement Officer

CONE OF SILENCE

Request for Proposals (RFP) No. 2018-009

NOTICE TO ALL BIDDERS AND PROPOSERS

Definition:

Cone of silence is defined to mean a prohibition on:

Any communication regarding a particular Request for Proposals (RFP), Request for Qualifications (RFQ), Invitation for Bids (IFB) or any other advertised solicitation between a potential offeror, vendor, service provider, bidder, lobbyist, or consultant and city department heads, their staff, selection committee or evaluation committee members.

Any communication regarding a particular Request for Proposals (RFP), Request for Qualifications (RFQ), Invitation for Bids (IFB) or any other advertised solicitation between the city commissioners and city department heads, the city departments' staff, selection committee or evaluation committee members.

Imposition:

A cone of silence shall be imposed upon each Request for Proposals (RFP), Request for Qualifications (RFQ), Invitation for Bids (IFB) and any other solicitation when advertised.

Termination:

The cone of silence shall terminate at:

(1) the time of the City Manager's approval of the award, or
(2) the time of the City Manager's written recommendation to the City Commission is received by the City Clerk, or
(3) at such time that bids or proposals are rejected by the City Commission or the City Manager.

Violations:

Violation of the cone of silence by a particular bidder or offeror shall render any award to said person voidable by the city commission.

A violation of this section by a particular bidder, offeror, lobbyist or consultant shall subject such person or persons to potential debarment pursuant to the provisions of this chapter.

SOLICITATION SUBMISSION CHECKLIST

Request for Proposals (RFP) No. 2018-009

COMPANY NAME: (Please Print):_____

Phone: _____ Email: _____

Please provide the PAGE NUMBER in the blanks provided as to where compliance information is located in your Submittal for each of the required submittal items listed below:

SUBMITTAL - SECTION I: TITLE PAGE, TABLE OF CONTENTS, REQUIRED FORMS, AND MINIMUM QUALIFICATION REQUIREMENTS.

1) Title Page: Show the RFP number and title, the name of your firm, address, telephone number, name of contact person, e-mail address, and date. _____
2) Provide a Table of Contents in accordance with and in the same order as the respective "Sections" listed below. Clearly identify the material by section and page number. _____
3) Fill out, sign, and submit the Proposer's Acknowledgement Form. _____
4) Fill out and submit the Solicitation Submission Check List. _____
5) Fill out, sign, notarize (as applicable), and submit the Proposer's Affidavit and Schedules A through L. _____
6) Include a Bid Bond, in accordance with Section 1.17 of the RFP. _____
7) Minimum Qualification Requirements: submit detailed verifiable information affirmatively documenting compliance with the Minimum Qualifications Requirements shown in Section 3. _____

SUBMITTAL - SECTION II: PROPOSER'S QUALIFICATIONS

(i) FOR PROPOSER:

1) Provide a complete history and description of your company, including, but not limited to, the number of years in business, size, number of employees, office location, copy of applicable licenses/certifications, credentials, capabilities and capacity to meet the City's needs. _____

2) Describe the Proposer's relevant knowledge and experience in providing the services described in the "Scope of Services" to public sector agencies similar in size to the City of Coral Gables. Include information which addresses, but is not limited to the following:
   - establishing and operating multiple Debris Management Sites (DMS)
   - regulations affecting the removal, processing and disposal of mixed debris
   - filing and receiving federal and state reimbursements for disaster recovery work, including preparing ad submitting federal/state project work sheets
   - assessing, removing and disposing of specialty debris including hazardous materials, dead animals, hazardous stumps and submerged debris.
   - demolition of structures, and debris removal from private property (right-of-entry programs) and publicly owned property (other than rights-of-way)
   - assisting governmental entities in providing community relations including the company's ability to create audio/visual presentations and fact sheets.
   - Providing human support activities such as food, water and sanitation services

_____

3) Describe the Proposer's professional development program, including policy/procedures/measures in place ensuring all key personnel assigned to the City have continuing education and receive specialized training in the services solicited herein.. _____

4) The Proposer must not have a vested interest in a debris monitoring contract or contractor(s) with the City. Also, there must be no conflict of interest between the Proposer and a debris monitoring contractor(s). Proposer shall include a statement confirming the latter, including certification that neither Proposer nor any employee thereof, has a conflict of interest, either direct or indirect, in connection with the services sought herein pursuant to Federal and state law._____

5) Provide financial statements, in a sealed envelope, for the last two (2) complete fiscal years. Such statements should include, at a minimum, balance sheets (statements of financial position) and statements of profit and loss (statement of net income). Statements shall be certified by an independent Certified Public Accountant. _____

6) **Bonding Capacity.** Proposer shall provide a letter from a Surety firm affirming that Proposer has sufficient bonding capacity to provide performance and payment bonds in an amount not less than one hundred percent (100%) of the contract amount. The Surety firm shall be rated by an AM Best as to be no less than A- (Excellent). The statement of bonding capacity shall be directly form the Surety firm on its official letterhead and signed by an authorized agent of the firm. _____

(ii) FOR KEY PERSONNEL:

1) Provide a summary of the qualifications, copy of applicable licenses/certifications, and relevant experience of all proposed key personnel (i.e., Project Manager, Operations Manager, Debris Site Supervisor including sub-contractors). Include resumes (listing experience, education, licenses/certifications) and specify the role and responsibilities of each team member in providing the services outlined in the RFP. Documentation submitted must clearly demonstrate key personnel's knowledge, experience, and understanding of the types of services to be performed and of federal, state, and local laws and regulations governing this work._____

2) Provide an organizational chart of all key personnel that will be used. _____

SUBMITTAL - SECTION III: PROJECT UNDERSTANDING, PROPOSED APPROACH, AND METHODOLOGY

1) Describe in detail, your approach to perform the services and tasks solicited herein. Include detailed information, as applicable, which addresses, but need not be limited to: understanding of the RFP scope and requirements, strategies for assuring assigned work is completed on time, communication with City staff, and how the Proposer intends to positively and innovatively work with the City in providing the services outlined in this RFP. _____

2) Describe in detail Proposer's Mobilization/Operation Plan. The plan must include, but not be limited to the following:
    a. Proposer's mobilization/operation procedures following a disaster event.

    b. Breakdown of the time required to perform each task including guaranteed times to mobilize the Proposer's forces, to establish an onsite emergency response and communication center, to mobilize recovery equipment, to establish Debris Management Sites (DMS), and to mobilize subcontractors.

    c. Breakdown of the manpower (position titles and number of support personnel) and available equipment (type of loaders, aerial lifts and transport vehicles etc.) that will be assembled during each phase (Initial Deployment, Emergency Push/Road Clearance,

Debris Removal, Debris Management Sites (DMS) Operations including provisions for recycling debris, Demolition of Structures and Optional Services etc.).

d. Plan for Debris Management Sites (DMS) that describes the operations expected including materials handling, reduction, storage, recycling, equipment maintenance, etc. The plan must address any applicable State and Federal laws and regulations.

_____

3) Indicate areas of the scope and percentage of work Proposer may subcontract and how it will ensure that only subcontractors approved by the City are utilized. Explain Proposer's processes for selecting and training subcontractors to manage disaster events.. _____

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   a. Client name
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   _____

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    b. Affirmative steps described in 2 CFR § 200.321(b) for all subcontracting under contracts supported by FEMA financial assistance. Document Proposer's efforts to utilize M/WBE firms, including what firms were solicited as suppliers and/or subcontractors.

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☐ 4. Clearly mark the following on the outside of your submittal package: RFP Number, RFP Title, Proposer's Name and Return Address, Submittal Deadline.

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SECTION 1

Request for Proposals (RFP) No. 2018-009

1.0: INTRODUCTION TO REQUEST FOR PROPOSAL

1.1. Invitation

Thank you for your interest in this Request for Proposals ("RFP"). The City of Coral Gables (the "City"), through its Procurement Division invites responses ("Proposals" / "Responses") from Firms ("Proposers") which offer to provide the services described in Section 2.0 "Scope of Work".

Throughout this RFP, the terms "must", "will", and "shall" will denote mandatory requirements. Any response that does not meet the mandatory requirements is subject to immediate disqualification.

NOTE: The City may award this RFP to multiple proposers. In such case, a Primary, Secondary, and Tertiary Proposer, in the order of their ranking as determined by their overall scores pursuant to this RFP, may be selected. If the Primary Proposer cannot respond in a timely manner or cannot fulfill its contractual obligations or when the workload warrants, the City reserves the right to request services from the Secondary and/or Tertiary Proposer, accordingly. In the event that the City awards this RFP to multiple proposers, the City will execute a Professional Services Agreement with each Proposer and designate each as Primary, Secondary, and Tertiary.

This is a nonexclusive contract and does not guaranty a minimum number of tasks, hours or work. Further, any estimated quantities are not guaranties, but estimates only provided to assist the City.

1.2. Contract Terms and Conditions

The Proposer(s) selected to provide the service(s) requested herein (the "Successful Proposer(s)") shall be required to execute a Contract or a Professional Services Agreement ("Agreement" / "Contract") with the City in substantially the same form as the Agreement included as part of this RFP, if applicable.

The term(s) of the Agreement shall be for an initial period of three (3) years with the option to renew for two (2) additional two (2) year periods.

The City shall have the right to terminate this contract pursuant to Section 1.12 of this solicitation. Continuation of the Contract beyond the initial period is a City prerogative; not a right of the Proposer. This prerogative will be exercised only when such continuation is clearly in the best interest of the City.

A. CONDITIONS FOR RENEWAL

Each renewal of this contract is subject to the following:

(1) Continued satisfactory performance compliance with the specifications, terms and conditions established herein.

(2) Availability of funds

1.3. Additional Information or Clarification

The Proposer must thoroughly examine each section of this RFP. If there is any doubt or obscurity as to the meaning of any part of the RFP, the Proposer may request clarification at the pre-proposal conference or by WRITTEN REQUEST via PublicPurchase (www.publicpurchase.com) prior to the Deadline for Written Questions. Proposer is responsible for downloading and bringing a copy of the RFP to the pre-proposal conference as copies will not be provided by the City.

Interpretations or clarifications in response to such questions will be issued in the form of a **WRITTEN ADDENDUM** which shall be released through PublicPurchase. Proposers must register via PublicPurchase to ensure receipt of any addendum issued to this solicitation. Failure to acknowledge receipt of an addendum may result in disqualification of proposal submitted.

No person is authorized to give oral interpretations of, or make oral changes to the RFP. The issuance of a written addendum shall be the only official method whereby such an interpretation or clarification will be made. Where there appears to be conflict between the RFP and any addenda issued, the last addendum issued shall prevail.

Proposer's should not rely on any representations, statements or explanations other than those made in this RFP or in any written addendum to this RFP.

1.4 Award of an Agreement

Agreements may be awarded to the Successful Proposer(s) by the City Commission or City Manager, as applicable, to one or more Proposer deemed the most responsible, responsive Proposer, meeting all specifications, and not necessarily to the lowest Proposer. Should the award be made to the lowest Proposer, the City will strictly enforce all the provisions of the resulting Contract, including penalty clauses for any service or quality problems. The Proposer shall not be permitted rate increases as a result of an artificial low price Proposal submitted in anticipation of requesting rate increases from the City after the contract award than otherwise provided in the contract. Non-performance shall result in cancellation of the contract with the Proposer. The City reserves the right to execute or not execute an Agreement with the Successful Proposer(s) if it is determined to be in the best interest of the City.

1.5 Agreement Execution

By submitting a Response, the Proposer agrees to be bound to and execute the Agreement for this solicitation***.*** Without diminishing the foregoing, the Proposer may request clarification and submit comments concerning the Agreement for City's consideration. Only comments and proposed revisions included within the Response will be considered by the City. Any comments identified after the Response has been received may not be considered by the City. Furthermore, any requests to negotiate provisions of the Agreement not identified in the Response after the Response has been received, may be grounds for removal from further consideration for award. None of the foregoing shall preclude the City from seeking to negotiate changes to the Agreement during the negotiations process.

Failure of the Successful Proposer to execute a contract within thirty (30) days after the notification of award may, at the City's sole discretion, constitute a default. However, the Agreement must be executed no later than one hundred twenty (120) days, based upon the requirements set forth in the RFP through action taken by the City Commission at a duly authorized meeting. If the Proposer first awarded the Agreement fails to enter into the contract as herein provided, the award may be declared null and void, and the Agreement awarded to the next most responsible, responsive Proposer, or re-advertised, as determined by the City.

1.6 Unauthorized Work

Any unauthorized work performed by the Successful Proposer(s) shall be deemed non-compensable by the City.

1.7 Changes/Alterations

Proposers may change or withdraw a Response at any time **prior to** the Response Submittal Deadline. All changes or withdrawals shall be made in writing to the Procurement Division as specified in this RFP. Oral/Verbal modifications will not be allowed. Written modifications will not be accepted after the Response Submittal date.

1.8 Discrepancies, Errors, and Omissions

Any discrepancies, errors, or ambiguities in the RFP or addenda (if any) should be reported in writing to the City's Procurement Division in the manner prescribed in the RFP. Should it be necessary, the City will issue a written addendum to the RFP clarifying such conflicts or ambiguities.

1.9 Disqualifications

The City reserves the right to disqualify Responses before or after the submission date, upon evidence of collusion with intent to defraud or other illegal practices on the part of the Proposer. It also reserves the right to waive any immaterial defect or informality in any Response; to reject any or all Responses in whole or in part, or to reissue a Request for Proposals.

Any Responses submitted by a Proposer who is in arrears (money owed) to the City or where the City has an open claim against a Proposer for monies owed the City at the time of Proposal submission, will be rejected as non-responsive and shall not be considered for award.

1.10 Proposer Expenditures

Proposer understand and agree that any expenditure they make in preparation and submittal of Responses or in the performance of any services requested by the City in connection with the Responses to this RFP are exclusively at the expense of the Proposers. The City shall not pay or reimburse any expenditure or any other expense incurred by any Proposer in preparation of a Response or anticipation of a contract award or to maintain the approved status of the Successful Proposers if an Agreement is awarded.

1.11 Financial Stability and Strength

The Proposer must be able to demonstrate a good record of performance and have sufficient financial resources to ensure that they can satisfactorily provide the goods and/or services required herein.

In determining a Proposer's responsibility and ability to perform the Contract, the City has the right to investigate and request information concerning the financial condition, experience record, personnel, equipment, facilities, principal business location and organization of the Proposer, the Proposer's record with environmental regulations, and the claims/litigation history of the Proposer. The City reserves the right to consider third party information (e.g. Dun & Bradstreet's Supplier Reports or similar) in determination of capacity.

Proposers **may** be required to submit financial statements for each of their last two (2) complete fiscal years within five (5) calendar days, upon written request. Such statements should include, at a minimum, Balance Sheets (Statements of Financial Position) and Statements of Profit and Loss (Statement of Net Income). When the proposal submittal is from a joint venture, each Proposer involved in the joint venture must submit financial statements as indicated above. Statements shall be certified by an independent Certified Public Accountant.

Any Proposer may be declared non-responsive who, at the time of proposal submission, is involved in an ongoing bankruptcy as a debtor; or in a reorganization, liquidation, or dissolution proceeding, or if a trustee or receiver has been appointed over all or a substantial portion of the property of the Proposer under federal bankruptcy law, or any state insolvency.

1.12 Contract Termination

The City, by written notice, may terminate in whole or part any Contract resulting from this competitive solicitation, when such action is in the best interest of the City. If the Agreement is so terminated, the City shall be liable only for payment for services rendered prior to the effective date of termination. The City may, by written notice to the Successful Proposer, terminate the Agreement if the Successful Proposer has been found to have failed to perform his/her services in a manner satisfactory to the City. The City may terminate the Agreement for convenience at any time by providing thirty (30) days written notice to the Successful Proposer. In the event the Successful Proposer is found to be in default, the Successful Proposer will be paid for all labor and materials provided as of the termination date only after City has completed the work called for by this Agreement with other forces, and has deducted the cost of such work, and any other damages payable to City, from any contract balance otherwise due and owing to the Professional under this Agreement. No consideration will be given for anticipated loss of revenue on the canceled portion of the Contract.

1.13 Contract Administrator

The City's Public Works Director/Designee shall be responsible for administering the Agreement, monitoring, and evaluating the service. The Successful Proposer will report to the City's authorized representative.

1.14 Estimated Quantities

Estimated quantities or estimated dollars are provided for your guidance only. No guarantee is expressed or implied as to actual quantities during the contract period. The City is not obligated to place an order for any given amount subsequent to the award of this contract. Said estimates may be used by the City for purposes of evaluating a response or determining the most advantageous proposer meeting specifications. The City reserves the right to acquire additional quantities at the prices proposed or at lower prices.

1.15 Background Screening

The Successful Proposer may be required to perform level 2 background screening on employees that perform work for the City of Coral Gables, pursuant to Chapter 435 F.S.

1.16 UTILIZATION OF MINORITY / WOMEN'S / LABOR SURPLUS FIRMS.

The City of Coral Gables, in accordance with the requirements as stated in 2 C.F.R. § 200.321 encourages the active participation of minority businesses, women's business enterprises and labor surplus area firms as a part of any subsequent agreement whenever possible. As such any contractor utilized by the City must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible, in accordance with § 2 CFR 200.321. More specifically, if subcontracts are to be let, through a prime contractor, that contractor is required to take the affirmative steps listed in items (1) through (5) below.

(1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
(2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
(3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

Prior to any contract award, the Proposer must document efforts to utilize M/WBE firms including what firms were solicited as suppliers and/or subcontractors as applicable and submit this information with their Proposal. Information regarding certified M/WBE firms can be obtained from:

Florida Department of Management Services (Office of Supplier Diversity)
Florida Department of Transportation
Minority Business Development Center in most large cities; and
Local Government M/DBE programs in many large counties and cities.

1.17 Bid Bond/Bid Security/Bid Deposit

A Bid Bond, a certified check, cashier's check, Treasurer's check or bank draft of any State or National Bank in the amount of five percent (5%) of the proposal total amount will accompany the Proposal. The bonding company must appear on the US Treasury List. The Bid Bond of the Successful Proposer will be retained until receipt and acceptance of a performance bond and all other required documents. Bid Bonds of all other Proposers will be returned without interest upon Award of Contract. **Failure to provide the bid bond when required shall result in the Proposer being "non-responsive" and rejected.**

1.18 Performance and Payment Bond

The Successful Proposer shall post a Payment and Performance Bond from a Corporate Surety, which is satisfactory to the City as security for the performance and prompt payment to all persons supplying labor and material in the execution of the work to be performed under the Contract and on any and/or all duly authorized modifications hereof. A bond will be posted upon issuance of a Notice to Proceed (NTP) or Purchase Order and shall be a sum equal to one hundred percent (**100%**) of the contract amount (as indicated on the NTP or PO), plus adjustments thereto, unless otherwise specified. The bond shall be in force for a period of not less than one (1) year from the date of original execution by the Bond Surety. The bond may be in the form of a Cash Bond or Surety bond written through an approved, reputable, and responsible company authorized to do business in the State of Florida. Attorneys-in-fact who sign bid bonds or contract bonds must file with such bond a certified copy of power of attorney to sign said bond.

Payment and Performance Bonds must be filed by the Proposer with the Procurement Division, in the full amount of the contract amount, as set forth here within this section in form and with corporate surety satisfactory to the City Manager and City Attorney, conditioned upon the performance of the work in accordance with the Contract, and for the payment of all persons performing labor and furnishing equipment or materials in connection with the Contract and indemnifying said City of Coral Gables from any expense, loss, or cost arising from and out of the improper performance of said Contract.

1.19 Bid Bond/Bid Security/Bid Deposit Forfeited Liquidated Damages

The following specification shall apply to bid/proposal, performance, payment, maintenance, and all other types of bonds:

All Bonds shall be written through surety insurers authorized to do business in the State of Florida as surety, with the following qualifications as to management and financial strength according to the latest edition of Bests Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey.

Bond Amount	**Best Rating**	
500,000 to 1,499,999	A	VI
1,500,000 to 2,499,999	A	VIII
2,500,000 to 4,999,999	A	X
5,000,000 to 9,999,999	A	XII
over 10,000,000	A	XV

On bond amount of $500,000 or less, the provisions of Section 287.0935, Florida Statutes (1985) shall be in effect and surety companies not otherwise qualifying with this paragraph may optionally qualify by:

1. Providing evidence that the surety company is licensed to do business in the State of Florida;

2. Providing evidence that the surety company holds a certificate of authority authorizing it to write surety bonds in this state;

3. Providing evidence that the surety has twice the minimum surplus and capital required by the Florida Insurance Code at the time the Invitation for Bids and/or Request for Proposals is issued.

4. Certifying that the surety is otherwise in compliance with the Florida Insurance Code.

5. Providing a copy of the currently valid Certificate of Authority issued by the United States Department of the Treasury under 31 U.S.C. ss. 9304-9308.

Surety insurers shall be listed in the latest Circular 570 of the U.S. Department of Treasury entitled A Surety Companies Acceptable to the Federal Bonds, published annually. The bond amount shall not exceed the underwriting limitations.

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SECTION 2

Request for Proposals (RFP) No. 2018-009

2.0 SCOPE OF SERVICES/WORK

2.1. PURPOSE

The City of Coral Gables, Florida ("City") is soliciting proposals for **Disaster Debris Removal Services** ("Services") from a qualified and experienced professional firm ("Proposer"), readily available to provide the services outlined in this solicitation, in accordance with Federal Emergency Management Agency (FEMA) policies, procedures, and directives; Federal law, regulations, and executive orders; and State / Local law and regulations.

In providing the services solicited here in, the Successful Proposer shall adhere to the latest applicable FEMA policies, procedures, and directives, such as the FEMA Public Assistance Program and Policy Guide (PAPPG) FP 104-009-2 / January 2018 as may be amended, updates or replaced from time-to-time. The Proposer shall also adhere to applicable Federal law, regulations, and executive orders; and State / Local law and regulations.

The decision to initiate the Successful Proposer's services will be determined by the City on an event-by-event basis, and is dependent upon, among other factors, the amount and extent of debris requirement removal. The City reserves the right, at its sole discretion, to perform any task contained in this solicitation.

2.2. SCOPE

As it may be tasked by the City in writing in accordance with the contracted unit prices, Successful Proposer shall provide all expertise, personnel, processes, tools, materials, equipment, transportation, supervision and all other services and facilities of any nature necessary to execute, complete and deliver the timely clearing, removal and disposal of all eligible and if specifically tasked in writing, non-eligible, disaster generated debris.

The term "eligible," as used herein, means qualifying for emergency funding and meeting the most current stipulated requirements of the Public Assistance Program, and all applicable State and Federal disaster specific guidance and policies, and the policies of the Federal Highway Administration (hereinafter referred to as FHWA). The availability of Additional Services as described herein is also desired.

The City will direct all actions to secure necessary permissions, waivers and Right of Entry (ROE) Agreements from real property owners and / or Homeowner Associations (HOA) as required for the lawful removal of debris and/or demolition of structures from real properties. All such actions will be consistent with Federal requirements applicable to the emergency event.

The term, "Debris", as used herein, includes all forms of emergency-generated debris, such as:

- **Vegetative Debris** includes whole trees, stumps, trunks, branches, limbs, and other leafy material;
- **Construction and Demolition Debris (C&D)** includes components of buildings and structures, such as lumber and wood, gypsum wallboard, glass, metal, roofing material, tile, carpeting and other floor coverings, window coverings, pipe, concrete, asphalt, equipment, furnishings, and fixtures;
- **Hazardous Waste (HW)** is a waste that appears on one of the four hazardous waste lists in Title 40 of the Code of Federal Regulations (CFR) Part 261 or exhibits at least one of the following four characteristics:
    - Ignitability

- Corrosivity
- Reactivity
- Toxicity

Hazardous waste is regulated under the Resource Conservation and Recovery Act (RCRA) and contains properties that make it potentially harmful to human health or the environment;

- **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;
- **White Goods** - are defined as discarded household appliances such as refrigerators, freezers, air conditioners, heat pumps, ovens, ranges, washing machines, dryers, and water heaters. Many white goods contain ozone-depleting refrigerants, mercury, or compressor oils. The Clean Air Act prohibits the release of refrigerants into the atmosphere and requires that certified technicians extract refrigerants from white goods before disposal or recycling. Some States and Tribal Governments also require certified technicians to extract compressor oils before disposal or recycling. To avoid releases of refrigerants or oils, the collection of white goods should be accomplished carefully by manually placing the appliance on trucks or by using lifting equipment that will not damage the elements that contain the refrigerants or oils;
- **Electronic Waste** - (e-waste) refers to electronics that contain hazardous materials, such as computer monitors, televisions, cell phones, and batteries. These products may contain minerals and chemicals that require specific disposal methods;
- **Vehicle 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;
- **Putrescent Debris** - Putrescent debris is any debris that will decompose or rot, such as animal carcasses and other fleshy organic matter;
- **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, water treatment facilities, drainage canals and basins, parks, and public swimming pools;
- **Infectious Waste** - 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.);
- **Chemical, Biological, Radiological, and Nuclear Contaminated Debris (CBRN)** - is any debris contaminated by chemical, biological, radiological, or nuclear materials.

Unless specifically directed by the City in writing, Services under this RFP will be limited to eligible and non-eligible debris removal activities that are determined by the City to be necessary to:

- Eliminate immediate threats to life, public health, and safety;
- Eliminate immediate threats of significant damage to improved public or private property;
- Ensure the economic recovery of the affected community for the benefit of the community at large; or
- Mitigates risk to life and property by removing Substantially Damaged structures and associated structures and appurtenances as needed to convert property acquired using Hazard Mitigation Grant Program funds to uses compatible with open space, recreation, or wetlands management practices.

Services will only be performed when requested by the City in writing through an approved Notice to Proceed or Purchase Order issued by the City. Successful Proposer shall generally only perform its services within the legal boundaries of the City. All services shall be in accordance with the prices specified in the contract.

The City reserves the right to approve all subcontractors hired by the Successful Proposer and/or to require the Successful Proposer to dismiss a subcontractor for cause, upon request.

2.2.1. Initial Deployment

Within 24 hours of the State's Declaration of a State of Emergency, and/or City's notification to Successful Proposer, the Successful Proposer's Project Manager shall report to the City's Emergency Operations Center (EOC), or such other place as designated by the CITY. At the direction of the City in writing the Successful Proposer will mobilize, such equipment and equipment operators as deemed necessary for use in the City's Rescue and Reconnaissance operation. Said operators will be paid for time at the City's Rescue Reconnaissance operation center prior to and during the storm. Front loaders with grapples will be paid for four (4) hours to mobilize and stage at the City's facility prior to and during the storm. Said equipment and operators shall remain in the City's Rescue Reconnaissance operation center prior to and during the storm and be ready for deployment at the direction of City personnel immediately following the passing of the debris causing event (primarily, but not exclusively, Hurricanes). This operation will begin the Emergency Push/Road Clearance activities (described below) in support of the Rescue Reconnaissance activities citywide and will be assigned to only one Successful Proposer. During this period, at the direction of the City in writing, the Emergency Push/Road Clearance activities may be further authorized after initial Rescue Reconnaissance activities begin. The rescue Reconnaissance operation will normally be completed within the first 70 hours following the activation of this contract, unless notified otherwise by the City. Time and material rates as shown in Section 8 shall be applicable. Separate records shall be kept for FEMA and FHWA roadways for the initial deployment operations.

2.2.2 Emergency Push/Road Clearance

At the direction of the City in writing, the Emergency Push/Road Clearance activities may be authorized and assigned after initial Rescue Reconnaissance activities begin. Contractor(s) shall accomplish the cutting, tossing and/or pushing of debris, hanging limbs, or leaning trees off of transportation routes as identified by the City. The emergency push will normally be completed within a reasonable time, which will be determined at the time of disaster, following the activation of this contract, unless notified otherwise by the City. Time and material rates as shown in Section 8 shall be applicable. Separate records shall be kept for FEMA and FHWA roadways for the emergency push operations.

2.2.3 Debris Removal/Demolition of Structures

In anticipation of a likely debris generating event, or upon assessment of the magnitude of the debris generated and the type of infrastructure damage caused by the disaster event, the City will formulate written direction for the Successful Proposer in the form of one or more Notice to Proceed or Purchase Order. Work will be authorized to be performed in accordance with the contracted unit costs which generally consist of either the separated components of the entire debris removal process or various groupings of these tasks.

Debris removal will generally only be authorized if it is eligible for reimbursement by FEMA or FHWA; however, the City reserves the right to task the Successful Proposer with performing non eligible work; the cost of which will be born separately by the City. All eligible work will be performed consistent with Federal requirements applicable to the disaster event. Separate records shall be kept for removal of eligible and non-eligible debris and these operations will generally be kept separate.

The Successful Proposer will ensure compliance with instructions from the City regarding the collection, hauling and disposal of HW and HHW, Infectious Waste, CBRN Waste and/or other categories of debris. Separate records shall be kept for removal of these materials from FEMA and FHWA roadways.

Successful Proposer will ensure HW and HHW, Infectious Waste and CBRN Waste screening and disconnection of utilities as appropriate. For Construction and Demolition Debris (C&D), all applicable local, state and federal regulatory requirements regarding asbestos containing materials shall be adhered to unless waived by applicable regulatory authorities.

White Goods containing refrigerants will be hauled to a City approved staging area where certified technicians will remove the refrigerants. The removal, transportation and disposal of Freon includes obtaining all necessary Local, State, and Federal Handling Permits and operating in accordance with all Local, State, and Federal regulatory agencies.

Successful Proposer will at all times exercise due diligence in removing debris and performing other work, so as not to damage existing infrastructure.

As directed by the City in writing, for the unit price quoted, Successful Proposer shall load and haul any and all types of debris to one or more approved and certified Debris Management Sites (DMS) or other disposal destination designated by the City which may or may not be the final disposal site provided by the Successful Proposer.

Typical Debris removal situations are as follows:

2.2.3a Debris Removal from Public Right-of-Way (ROW)

Work is generally eligible for reimbursement.

2.2.3b Debris Removal from Improved and Unimproved Public Property

Removal from Improved Public Property is generally eligible for reimbursement. Removal from Un-improved Public Property is generally not eligible for reimbursement.

2.2.3c Debris Removal from Real Property

Much of this work will be eligible once the City procures Right of Entry Agreements (ROE) from property owners.

2.2.3d Demolition of Structures on Public and Private Property

Work may be eligible for reimbursement. Right of Entry Agreements (ROE) are required for work on Private Property. As directed by the City in writing, Successful Proposer shall demolish unsafe structures located on public and private property in accordance with contracted unit costs. The debris created by demolition activities shall be removed at the unit cost for construction and demolition debris.

2.2.4 Debris Separation/Reduction/Recycling and Management of Debris Management Sites (DMS):

The City may provide the Successful Proposer with Debris Management Sites (DMS) that would be used for materials handling, reduction, storage, recycling, equipment maintenance, etc., if it is disadvantageous to transport debris directly to the final disposal location. The City may task the Successful Proposer with locating additional sites to be used as (DMS). The Successful Proposer will be responsible for returning any utilized (DMS) to its original condition, abiding by all State and Federal environmental regulatory requirements.

If a (DMS) is activated, the Successful Proposer shall operate and manage it to accept and process all event debris. All actions will be implemented by the Successful Proposer only with the prior approval of the City. Actions by the Successful Proposer will include, but are not limited to, the following:

- Ensure that only debris authorized by the City's Contract Administrator will be allowed into the (DMS).
- Provide to the City a video record of the pre- and post-use site conditions.
- As directed by the City, conduct an onsite Phase 1 Environmental Audit.
- Prepare a plan of proposed site layout and review with the City prior to its implementation.

- Prepare a plan for site security and traffic control for both on the site and adjacent roadways and review with the City prior to its implementation.
- Provide adequate fire prevention/fighting equipment, including water truck and hoses, on site throughout the operational period of the (DMS).
- Build and/or maintain roads as necessary for (DMS) operation
- Provide and/or construct and maintain stabilized roofed inspection towers sufficient for a minimum of three inspectors; Towers will be positioned at any entrance and any exit of the (DMS).
- Comply with any applicable environmental requirements, to include litter control fencing, silt fencing, dust control, hazardous materials containment area, and/or water retention berms.
- Confine hours of operation of the (DMS) to those determined by the City.
- Stage and process all debris in accordance with instructions from the City.
- Process debris by methods that may include, but not be limited to, reduction by grinding, air curtain incineration when approved, or other alternate methods of reduction, such as compaction.
- Prior to reduction and to the extent practical, segregate debris between vegetative debris, construction and demolition debris, white goods and hazardous waste. Recycle materials where applicable.
- Develop and implement, with the approval of the City, a procedure for management of the receipt of unauthorized and/or ineligible debris at the (DMS).
- Provide the City with proper and acceptable documentation (including destination, tickets, volume/weight) for final disposal of debris accepted at the (DMS).
- Upon the closure of the (DMS), restore the site to its pre-use condition, meeting all regulatory requirements for the site closure; Survey the site to verify that it has been restored to pre-use elevation and condition.
- As directed by the City, sod, hydro-seed or sprig the property or repair asphalt surfaces once all other site closure issues have been addressed.
- As directed by the City conduct post use soil and water test.

2.2.5 Removal of Hazardous Trees and Hanging Limbs

As directed by the City in writing, work shall consist of all labor, equipment, fuel, and miscellaneous costs necessary to:

- Remove hanging tree limbs (2) two inches or greater in diameter existing in the City.
- Remove hazardous trees existing in the City inclusive of the stump if the root balls are more than 50% exposed and place the debris in a suitable place for collection.
- Flush cut hazardous trees existing in the City if the root balls are less than 50% exposed and place the debris in a suitable place for collection.
- Load and remove all debris generated from the removal of all hazardous trees and hanging limbs as if it were normal vegetative debris in accordance with 5.2.

All disaster specific eligibility guidelines regarding size and diameter of leaning trees will be communicated to the Successful Proposer, in writing, by the City.

2.2.6 Removal of Hazardous Stumps

As directed by the City in writing, work shall consist of all labor, equipment, fuel, and miscellaneous costs necessary to manage hazardous uprooted stumps as follows:

- Successful Proposer will be compensated for the process of extracting and transporting, to the (DMS) or final disposal site, hazardous stumps that are (24) twenty-four inches or **greater in** diameter, measured (24) twenty-four inches from the base of the tree (large stumps) (This unit cost does not apply to previously extracted stumps placed out for

collection, which will be compensated for as normal vegetative debris.) For contractor extracted stumps, Successful Proposer will be further compensated for the management process through final disposal in accordance with the unit costs per cubic yard of normal vegetative debris. The cubic yardage of each stump will be determined using the FEMA Stump Conversion Table. (See Section 11 – FEMA Stump Conversion Table) Where appropriate, the City or its representative will measure and further certify the FEMA disaster assistance eligibility of all stumps before removal. Successful Proposer is responsible for determining the method of extraction and transport of stumps, subject to the approval of the City. As part of the large stump removal process, the Successful Proposer shall fill the stump hole with fill suitable for the cultivation of replacement trees subject to the approval of the City. Hole shall be filled to a point even with the surrounding intact, undisturbed ground elevation.

- Regardless of the need for extraction, the Successful Proposer will be compensated at the unit cost per cubic yard of normal vegetative debris, for the transport to the (DMS) or final disposal site, all hazardous stumps that measure less than (24) twenty-four inches in diameter measured (24) twenty-four inches from the base of the tree (small stumps). If the stumps are transported separate from other normal vegetative debris, the cubic yardage of each stump will be determined using the FEMA Stump Conversion Table (See Section 11 – FEMA Stump Conversion Table). It is assumed that most small stumps will be comingled with normal vegetative debris. Successful Proposer is responsible for determining the method of extraction and transport of stumps, subject to the approval of the City. As part of the large stump removal process, the Successful Proposer shall fill the stump hole with fill suitable for the cultivation of replacement trees subject to the approval of the City. Hole shall be filled to a point even with the surrounding intact, undisturbed ground elevation.

- **Non-Eligible Stumps**
  - Cost per inch of stump diameter includes stump removal to 24” below grade and surface roots.

- **Bracing / Standing Up of Trees:**
  - Cost per tree to straighten and brace with 2’ x 3’ or 2’ x 4’ lumber.
    - 5” diameter at breast height (DBH) or less uprooted over 50%
    - 5” diameter at breast height (DBH) or less only leaning and/or uprooted less than 50%
  - Cost per diameter at breast height (DBH)
    - Trees and palms greater than 5” DBH

2.2.7 Hazardous Waste Removal, Transport, and Disposal

As directed by the City in writing, work shall consist of all labor, equipment, fuel, and miscellaneous costs necessary for the removal, transportation, and disposal of HW and HHW, Infectious Waste and CBRN Waste. The removal, transportation, and disposal of HW and HHW, Infectious Waste and CBRN Waste includes obtaining all necessary Local, State, and Federal Handling Permits and operating in accordance with all Local, State, and Federal regulatory agencies.

The Successful Proposer will identify, separate, collect, transport and dispose of disaster-generated debris determined to be hazardous and/or contaminated, thereby requiring that it be separately managed from other debris. The Successful Proposer will provide trained, experienced and equipped personnel to identify hazardous waste and contaminated debris at its point of origin, as well as to direct the Successful Proposer personnel in the safe and proper handling and disposal of the material. The Contractor will be reimbursed at a fixed rate for this service.

2.2.8 Debris removal from canals

The Successful Proposer will remove debris resulting from the event from the drainage and navigation canals and adjacent banks, as directed by the City. Debris to be removed will be vegetative and/or construction and demolition (C&D) debris affecting the canals, but excludes removal of damaged and/or abandoned boats and cars. Debris will be placed such as to be managed as normal vegetative and/or construction and demolition (C&D) debris in accordance with the Component or Consolidated services process specified by the City in writing. The Successful Proposer will be reimbursed at a fixed rate for this service.

2.2.9 Designation and Management of Staging Areas

Successful Proposer shall identify staging areas in collaboration with the City for the purposes of truck/equipment certification, provision of temporary fueling or vehicle maintenance (as required), and other operational service functions related to debris removal efforts. Successful Proposer shall provide temporary tent, sanitary and other appropriate conveniences necessary for the care and well-being of all Successful Proposer and sub-contractor personnel. The City will approve of the location, size, layout and services to be provided at any staging area established by the Successful Proposer, who will insure that each area is managed in accord with all applicable regulatory requirements and in a manner to minimize disruption to the surrounding neighborhoods.

2.2.10 Disaster Recovery Technical Assistance

At no cost to the City, the Successful Proposer will provide Disaster Recovery Technical Assistance to the City to assist with guidance and consultation on all aspects of the recovery process. This assistance shall include documentation and management for the public assistance program, planning, training and exercise development, as well as attendance at the City's Emergency Operations Center (EOC) during activations of the EOC for exercise and actual emergency events as requested by the Contract Administrator.

2.3 PERFORMANCE OF SERVICES

2.3.1 Description of Service

Successful Proposer agrees to perform contracted services in a professional and workmanlike manner and in compliance with all applicable laws, ordinances, rules, regulations, and permits. Only the highest quality workmanship will be acceptable. Services, equipment and workmanship not conforming to the intent of Agreement or meeting the approval of the City may be rejected. Replacements and/or rework, as required, will be accomplished on a timely basis at no additional cost to the City.

2.3.2 Cost of Services

Successful Proposer shall bear all of its own operating costs and is responsible for all permit and license fees, and maintenance of its own trucks and equipment to keep such property in a condition and manner adequate to accomplish contracted services. Upon receipt and acceptance of full documentation of the performance of services and an accurate invoice as specified by the City, the Successful Proposer shall be compensated at the contracted prices.

Unknown and/or unforeseen events or conditions may require an adjustment to the unit costs as originally contracted. Any amendments, extensions or changes to the scope of contracted services or unit prices are subject to full negotiations between the Contractor and the City and approval by formal City action.

In addition, all costs related to labor, materials and equipment shall be fair, reasonable, and where applicable, consistent with costs set forth in the most current version of the FEMA Schedule of Equipment Rates.

2.4 STANDARDS OF PERFORMANCE

2.4.1 Successful Proposer representative and General Operations Plan:

Successful Proposer shall identify a representative who shall have the authority to implement all actions required to begin the performance of contracted services as set out in this Agreement, the Contractor's General Operations Plan and the City's Work Authorization. A specific Operations Plan may be required of the Contractor for each disaster.

2.4.2 Mobilization

Unless otherwise required herein; when a Notice to Proceed or Purchase Order in advance of an event has been received by Successful Proposer, he/she will make all necessary arrangements to mobilize a minimum of 50% of the required resources within 48 hours and 100% of the required resources within 96 hours to commence and conduct these contracted services. The City may take such other actions as necessary to address the failure of the Successful Proposer to mobilize resources on the schedule required by the City.

2.5 GENERAL RESPONSIBILITIESOF THE CITY AND THE SUCCESSFUL PROPOSER

2.5.1 Other Agreements

The City may be required to enter into agreements with Federal and/or State agencies for disaster relief. Successful Proposer shall be bound by the terms and conditions of such agreements, regardless of the additional burdens of compliance. City will provide Successful Proposer with a copy of any applicable agreements.

2.5.2 The City's Obligations

The City shall furnish all information and documents necessary for the commencement of contracted services, including a written Notice to Proceed or Purchase Order.

2.5.3 Successful Proposer's Conduct of Work

Successful Proposer shall be responsible for planning and conducting all operations in a satisfactory and professional manner. All Successful Proposer personnel and subcontractors shall demonstrate and maintain a courteous and responsible demeanor toward all persons.

2.5.4 Supervision by Successful Proposer

Successful Proposer will supervise and/or direct all contracted services performed by its employees, agents and subcontractors. Successful Proposer is solely responsible for all means, methods, techniques, safety and other procedures. Successful Proposer will employ and maintain a qualified project manager at the work site(s) who shall have full authority to act on behalf of Successful Proposer. All communications given to the project manager by the Contract Administrator or designee shall be as binding as if given to Successful Proposer.

2.5.5 Self-sufficiency of Successful Proposer and Subcontractors

The Successful Proposer shall ensure that its work force, including subcontractors, maintain self-sufficiency related to fuel, vehicle repair/maintenance, housing, sanitation food and related accommodations, in a manner that is consistent with local requirements and minimizing adverse effects on the community.

2.5.6 Damages by Successful Proposer

Successful Proposer shall be responsible for conducting all operations, whether contemplated by this Agreement or later requested as specialized services, in such a manner as to cause the minimum damage possible to existing public, private and commercial property and/or infrastructure. Successful Proposer shall also be responsible for any damages due to the negligence of its employees and subcontractors. Successful Proposer must report such damage to the Contract Administrator in writing within 24 hours. Should any property be damaged due to negligence on the part of the Successful Proposer, the City may either bill Successful Proposer for the damages, withhold funds due to Successful Proposer, or the contractor may

also repair all damage to the satisfaction of the City. The determination of whether "negligence" has occurred shall be made by the City.

2.5.7 Successful Proposer's Duty Regarding Other Contractor(s):

Successful Proposer acknowledges the presence of other contractors involved in disaster response and recovery activities by the federal, state and local government and of any private utility, and shall not interfere with their work.

2.5.8 Successful Proposer's Ownership of Debris:

All debris once collected by the contractor shall become the property of the Successful Proposer or by written notification to the Successful Proposer the City may exercise ownership of debris for removal and lawful disposal. The debris may consist of, but not be limited to, vegetation, construction and demolition debris, white goods and collected hazardous materials.

2.5.9 Successful Proposer's Disposal of Debris:

The Successful Proposer is responsible for locating and making available for use, a final disposal site or sites for all types of debris. In the event that the Successful Proposer is tasked with disposal of debris, these sites shall be used by the Successful Proposer unless alternate sites are approved by the City in writing. The contractor may be tasked with hauling debris to the a facility designated by the City, in which case the Successful Proposer will be compensated for the tipping fee as a direct pass through of costs. The City may at its option and as may be permitted by the disposal facility, make arrangements to pay the disposal facility directly for the tipping fee.

In accordance with all applicable law and regulation, the Successful Proposer shall be responsible for determining and executing the method and manner for processing debris at the (DMS) if used.

2.6 GENERAL REQUIREMENTS

2.6.1 Multiple, Scheduled Passes

Successful Proposer shall make scheduled passes and/or unscheduled passes of each area impacted by the event, at the direction of the City. The City shall direct the interval timing of all passes. Sufficient time shall be permitted between subsequent passes to accommodate reasonable recovery and additional debris placement at the ROW by the citizens and the City. The Successful Proposer will document the completion of all passes based on direction from the City and will provide this documentation to the City at the frequency requested by the City. Partial removal of debris piles is strictly prohibited. The Successful Proposer shall not move from one designated work area to another designated work area without prior approval from the City or its representative. Any eligible debris, such as fallen trees, which extends onto the ROW from private property, shall be cut at the point where it enters the ROW, and that part of the debris which lies within the ROW shall be removed. The Successful Proposer shall not enter onto private property during the performance of this contract unless specifically authorized by the City, in writing.

2.6.2 Clean as you go Policy

The Successful Proposer shall provide a "clean as you go" policy and supervise and enforce such policy during debris removal operations. Loose leaves and small debris in excess of one bushel basket shall be removed within the designated area. No debris shall be left on the road surface. No single piece of debris larger than 6 inches in any dimension shall be left on site. Hand crews and rakes will be required.

2.6.3 Operation of Equipment

Successful Proposer shall operate all trucks, trailers and all other equipment in compliance with any/all applicable federal, state and local rules and regulations. Equipment shall be in good working condition. All loading equipment shall be operated from the road, street, or ROW. Since the City's system of grass

swales function as drainage infrastructure, the contractor and/or subcontractors shall use grapple devices to collect and load debris. In order to minimize damage to the City's drainage infrastructure, loading with buckets without grapples should be done as a last resort and only with City approval. No equipment shall be allowed behind the curb or outside of the public ROW unless otherwise directed by the City. Should operation of equipment be required outside of the public ROW, the Successful Proposer will ensure that a ROE Agreement has been obtained prior to property entry. The utmost care shall be given to the protection of trees and built infrastructure that remains in the disaster area such that no additional damage is caused by the Successful Proposer's activities.

2.6.4 Security of Debris during Hauling

Successful Proposer shall be responsible for the security of debris on/in each vehicle or piece of equipment utilized to haul debris. Prior to leaving the loading sites, Successful Proposer shall ensure that each load is secure and trimmed so that to the extent practical no debris extends horizontally beyond the bed of the equipment in any direction. All loose debris shall be reasonably compacted and secured during transport in accordance with FDOT guidelines. As required, Successful Proposer will survey the primary routes used by Successful Proposer for debris hauling as soon as possible after the transport and will recover fallen or blown debris from the roadway(s).

2.6.5 Traffic Control:

Successful Proposer shall mitigate impact on local traffic conditions to the greatest extent possible. Successful Proposer is responsible for establishing and maintaining appropriate traffic control in accordance with the most current edition of the US Department of Transportation Manual or Uniform Traffic Control Devises (MUTCD). Successful Proposer shall provide sufficient signage, flagging and barricading to ensure the safety of vehicular and pedestrian traffic at all debris removal, collection, reduction and/or disposal sites.

2.6.6 Work Days/Hours

Work days and/or work hours shall be as directed by the City following consultation and notification to Successful Proposer. Working hours on holidays shall be at the discretion of the City.

2.6.7 Work Safety

Successful Proposer shall provide and enforce a safe work environment as prescribed in the Occupational Safety and Health Act of 1970, as amended. Successful Proposer will provide such safety equipment, training and supervision as may be required by the City and/or other governmental regulations. Successful Proposer shall ensure that its subcontracts contain an equivalent safety provision. Monitoring towers shall be properly constructed for safety. Additionally, Proposer shall acknowledge and certify that it is in accordance with the mandatory requirement that this provision be set forth in all FEMA related contracts, that it shall comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5), as set forth in Schedule "L" of the Proposal.

2.6.8 Inspection of Successful Proposer Operations:

All debris shall be subject to inspection by the City and other public authorities to ensure compliance with this Agreement, applicable federal, state and local laws, and in accordance with generally accepted standards of emergency management professionals. The City will, at all times, have access to all work sites and disposal areas. In addition, authorized representatives and agents of the government shall be permitted to inspect all work, materials, invoices, and other relevant records and documentation.

2.6.9 Corrective Actions Required of Successful Proposer

When instructed by the City's representative, the Successful Proposer will immediately implement corrective actions to address health and safety issues and/or any other actions inconsistent with any of the terms of this agreement, as determined by the City in its sole discretion. Notify City within 24 hours.

2.6.10 Ineligible Work:

Unless otherwise advised in writing by the City, the Successful Proposer will not be paid for the removal, transportation, storage, reduction and/or disposal of any material when not previously instructed by the City that such actions are eligible for state and/or Federal reimbursement.

2.6.11 Eligibility Inspections:

City's monitors shall inspect each load of debris, or shall inspect at some other frequency of the City's direction, to verify that the contents are in accordance with the accepted definition of eligible debris.

2.6.12 Eligibility Determinations:

If the Successful Proposer has been tasked in writing with the removal of only eligible debris, and subsequently any load is determined to contain material that does not conform to the definition of eligible debris, the load will be ordered to be deposited at another approved and certified receiving facility. No payment will be allowed for that load and Successful Proposer will not invoice the City for such loads. The City, through its authorized representative, will be the sole judge as to whether the material conforms to the definition of eligible debris. This does not preclude payment for non-eligible debris that is collected at the written direction of the City in a Work Authorization.

2.6.13 Other Agencies

The term "government" as used in this solicitation refers to those governmental agencies which may have a regulatory or funding interest in this Agreement.

2.7 REPORTS, CERTIFICATIONS AND DOCUMENTATION

2.7.1 Reports

Successful Proposer shall submit periodic, written reports in a format required by the City documenting the progress of debris removal and disposal, and all tree related activities such as, but not limited to: trimming of hanging branches and limbs, removal of damaged and/or leaning trees, and stump removal. These reports may include, but are not limited to:

2.7.1a Daily Reports

Daily reports may detail the locations where passes for debris removal and tree trimming were conducted, the quantity of debris (by type) removed and disposed of, the total number of personnel crews engaged in debris removal operations and tree related activities , and the number of grinders, chippers and mulching machines in operation. Successful Proposer will also report damages to private property caused by the debris operation or damage claims made by citizens and such other information as may be required to completely describe the daily conduct of Successful Proposer's operations within 24 hours.

2.7.1b Weekly Summaries

A summary of all information contained in the daily reports as described in Section 2.7.1, within two days of the close of the week. At the request of the City, the data making up the weekly summaries shall also be submitted in electronic format, utilizing Microsoft Excel or Access or proprietary computer program as may be approved by the City. On line access to the data is preferred. The submitted electronic weekly data will include: Collection Successful Proposer, load ticket number, load date, load location, truck yardage, percent full, calculated yardage (or weight if applicable) field

monitor name / number, (DMS) location, tower monitor / name, debris materials categorization, and location of collection, e.g., ROW, FHWA, Canal, etc.

2.7.2 Report Delivery:

The delivery schedule, point of delivery and the receiving personnel for the debris operations report will be directed by the City, in consultation with Successful Proposer.

2.7.3 Data Reconciliation

Reconciliation of data will be accomplished weekly between the Successful Proposer and the City's representative. All discrepancies will be resolved within 5 days.

2.7.4 Final Project Closeout:

Upon final inspection and/or closeout of the project by the City, Successful Proposer shall prepare and submit a detailed description of all debris removal activities in an electronic spreadsheet, to include, but not limited to the total volume, by type of debris hauled, reduced and/or disposed of, final disposal locations and amounts of the debris managed by the Successful Proposer, plus the total cost of the project invoiced to the City. The Successful Proposer shall provide, upon request of the City and/or no later than project closeout, a release of liens demonstrating that all subcontractors and material and service suppliers to the Successful Proposer have been fully paid. Agreement will provide any other additional information as may be necessary to adequately document the conduct of the debris removal operations for the City and/or government. Final project reconciliation must be approved by the City.

2.7.5 Certifications

The Successful Proposer will adhere to the process for certification of personnel and vehicles established by the City, to include the following:

2.7.5a Certification of Vehicles and Load Capacity

Successful Proposer shall ensure that all equipment is certified in accordance with most current Federal and City procedures. After a disaster, the City, or their designated representative, will begin the equipment certification at a pre-designated site, or at staging areas established by the Successful Proposer.

All Successful Proposer and subcontractor trucks shall have valid registrations, insurance and meet basic operational criteria: tailgates or equivalent containment devices, tarps, etc., as well as all applicable motor vehicle safety requirements. Drivers shall possess valid licenses.

Truck body dimensions shall be measured, and information recorded on certification forms provided by the contractor with calculated capacity in cubic yards, license number, truck identification number assigned by the Successful Proposer and a short physical description of the truck noted. The Successful Proposer shall provide two placards for each truck, which shall be affixed on opposite sides of the truck body. The placards shall clearly display the contracting jurisdiction, the Successful Proposer, local government agency, and subcontractor name (if applicable), the vehicle number, the certified volume of the truck, and the date of certification. The placards will be consistent with the Standardized Debris Truck Placard (See Section 12). In the event that waste is disposed of at a facility at a per ton rate, the tare weight of the hauling vehicle shall be recorded on the certification forms.

The truck driver will be provided up to two (2) copies of the certification sheet for the contractor and sub-contractor's records. Trucks may be periodically recertified by the City.

2.7.5b Certification of Personnel

The Successful Proposer will certify to the City that all Successful Proposer and Subcontractor personnel have received required and adequate training in relevant emergency response, disaster recovery, and debris removal operations. Upon request of the City, the Successful Proposer will provide documentation certifying the adequacy of the training, experience and capabilities of all Successful Proposer and subcontractor personnel, to include but not be limited to the following:

- Senior management personnel of the Successful Proposer assigned to implement work authorizations pursuant to this agreement will participate, upon request, in training and briefing sessions held by representatives of the City.
- Senior, supervisory personnel of the Successful Proposer and all subcontractors thereto will have received training in debris management, and the implementation of the National Incident Management System (NIMS).
- Personnel assigned by the Successful Proposer as responsible for data management, invoicing and other documentation duties will be trained in the data management concepts and approaches to be used by the City as may be required.
- Vehicle and equipment operators will be fully licensed and certified, as required by applicable local, State and Federal statutes and regulations.
- Upon their deployment for field operations, all Successful Proposer and subcontractor personnel will be briefed or trained appropriately in their duties, responsibilities, and the procedures to be utilized throughout the debris removal process, including safety procedures, load ticket management procedures, and accident reporting procedures

2.7.6 Utilization of a standardized "load ticket"

The Successful Proposer and all subcontractors will utilize a standardized "load ticket" for documenting each load of debris from its origin to the (DMS) and/or final disposal location, as indicated. The "load ticket" utilized shall provide opportunity for recording the following information: Preprinted ticket number, Contract number, Prime contractor's name or designated number, Date, Truck number , Truck driver's name, type of material (Vegetation, Construction & Demolition, White Goods, Household Hazardous Waste or Other), Load Location (GPS or address preferred), Loading date/time (departure from collection location), Loading Site Monitor name/signature, Truck capacity in cubic yards or tons, Load Size, either cubic yards (percent of actual) or tons, Unloading location, Unloading date/time (arrival at disposal site), Unloading site monitor name/signature.

2.7.7 Additional Supporting Documentation:

Successful Proposer shall submit sufficient reports and/or documentation for debris loading, hauling, disposal, and load capacity measurements, and any other services provided by Successful Proposer as may be required by the City and/or other governmental entity to support requests for debris project reimbursement from external funding sources.

2.7.8 Report Maintenance:

Successful Proposer will be subject to audit by federal, state and local agencies pursuant to this Agreement. Successful Proposer will maintain all reports, records, debris reporting tickets and Agreement correspondence for a period of not less than three (3) years.

2.8 ADDITIONAL SERVICES

The City wishes the Successful Proposer to be prepared to provide the following additional services.

2.8.1 Abandoned Vehicles

The Successful Proposer will remove motor vehicles, to include trailers and RV's, damaged by the disaster event and/or abandoned by the owner due to the circumstances of the event. The City will identify the

area(s) from which motor vehicles are to be removed. Motor vehicles will be processed by or for the Successful Proposer in a manner that complies with all requirements for removal and processing of hazardous materials, e.g., gasoline, oils and other fluids. The Successful Proposer will also ensure the proper final disposal of the removed vehicle. The Successful Proposer will be reimbursed at a fixed rate, inclusive of all towing, processing and disposal costs.

2.8.2 Boats

Boats severely damaged by the disaster event, and abandoned in or on the canals, marinas, and beaches of the City will be collected by the Successful Proposer, processed for removal and disposal of hazardous materials in accord with applicable regulations, demolished and transported to a suitable location for final disposal. The City will determine the vessels to be removed, will establish that they have been legally abandoned by their owners, and will take other necessary steps as required by law before directing the Successful Proposer to remove and dispose of the vessel. The Successful Proposer is otherwise responsible for compliance with all regulations and requirements applicable to the removal and disposal process. Boat debris shall be placed such as to be managed as C&D debris in accordance with the Component or Consolidated services process specified by the City in writing. The Successful Proposer will be reimbursed at a fixed rate for this service.

2.8.3 Fire Suppression Support

In the event of water system failure in the City, the Successful Proposer will provide filled water trucks of a minimum capacity of 1500 gallons, and equipped with outlet valves compatible with fire hose connections meeting national standards of the National Fire Protection Association, or as otherwise specified by the City. The City will direct the Successful Proposer regarding the location(s) for the truck(s) to be positioned, and the City will provide a fully qualified and licensed driver. If the initial water supply is used, the City will be responsible for refilling the truck. The Successful Proposer will be reimbursed at a fixed rate for this service.

2.8.4 Emergency potable water

The Successful Proposer will provide the City with whole pallets of individually bottled drinking water. The City will instruct the Successful Proposer as to the number of pallets needed, the location(s) for delivery, and the schedule for delivery. Multiple deliveries may be necessary. The Successful Proposer will be reimbursed at a fixed rate for this service.

2.8.5 Emergency delivery of ice

The Successful Proposer will provide the City with whole pallets of cubed ice made from potable water in individually packaged sacks of between 5 and 10 pounds. The City will instruct the Successful Proposer as to the number of pallets needed, the location(s) for delivery, and the schedule for delivery. Multiple deliveries may be necessary. The Successful Proposer will be reimbursed at a fixed rate for this service.

2.8.6 Temporary bathrooms, showers, kitchens and feeding locations

The Successful Proposer will provide the City with “comfort stations,” e.g., modular units to provide for the comfort and support of disaster victims within or near impacted neighborhoods. The modular units will include tents, portable toilets, hand basins, shower units, a mobile kitchen, chairs and tables for food service, and all necessary personnel, food, equipment and supplies to operate the units for extended periods. Each comfort station must include equipment compliant with the Americans with Disabilities Act. The unit must be capable of serving three meals per day. The City will provide law enforcement and emergency medical services staff to compliment the work force provided by the Successful Proposer. The Successful Proposer will be reimbursed at a fixed rate for this service for units capable of serving 50 or 100 persons.

2.8.7 Temporary satellite communications

The Successful Proposer will provide satellite communications units capable of voice, text messaging, data transfer and Internet access for use by City personnel in the event of failure of other communications systems. The units will be rented/leased to the City and will be fully equipped, including AC/DC adapters (including automotive battery chargers), instructions and carrying cases. The units will be fully operational upon delivery to the City, without further action by the City. The Successful Proposer will be reimbursed at a fixed rate for this service.

2.8.8 Emergency power generation

The Successful Proposer will provide mobile electric power generation units for facilities and locations located within the City. The City will define the size and fuel type of the mobile units, which will be leased to the City. The Successful Proposer will deliver the units to the facilities or locations designated by the City, and ensure connection of the unit to the existing electrical wiring by a licensed electrician. The Successful Proposer will also ensure the unit is fueled, tested, and demonstrated to be operational prior to departure from the location. The Successful Proposer will also provide fuel for the duration of the units use by the City, and will have readily available technical support and repair or replacement services. The Successful Proposer will be reimbursed a fixed rate for this service.

2.8.9 Pumping and water relocation/removal for flood control

The Successful Proposer will provide all personnel, trucks, pumps, hoses, fuel, and other necessary equipment for removal of standing water from low collection areas where localized flooding threatens public safety or continuing property damage, as directed by the City. The minimum required capacity of the services to be provided to any such location, upon instruction of the City, will be (110 gallons/minute with a 4" connection). Water removal may be both by pumping to adjacent storm sewers, if functional, to nearby stream or drainage canals, or into tanker trucks. The Successful Proposer must comply with any applicable environmental requirements concerning discharge of the water once pumped. The Successful Proposer will be reimbursed at a fixed rate for this service.

2.8.10 Sewer, culvert and catch basin cleaning

The Successful Proposer will provide all personnel, vehicles, equipment and supplies to clean disaster-related debris, including sand and mud, from storm sewers, culverts, and catch basins. The City will designate the storm water systems to be cleaned. This service will be provided on a per structure basis.

2.8.11 Decontamination of buildings and facilities

The Successful Proposer will provide for chemical and/or biological decontamination of buildings, facilities or other structures as directed by the City. The Successful Proposer is responsible for providing experienced, trained and equipped personnel, for all equipment and supplies, and for final disposal of all contaminated materials removed from the structure. All operations by the Successful Proposer must be in full compliance with all health and safety standards, as well as environmental protection requirements applicable to the decontamination and disposal process. The Successful Proposer will be reimbursed at a fixed rate for this service.

2.8.12 Mold remediation

The Successful Proposer will provide all personnel, equipment, supplies and services necessary for the planning of mold remediation services, removal and disposal of mold contaminated materials, and other mold remediation measures necessary for affected public buildings belonging to the City. The Successful Proposer will comply with all Federal guidelines on mold remediation, and ensure compliance with all applicable health, safety and environmental protection standards. The City will designate which buildings or other structures are to be remediated, will approve the Successful Proposer's mold remediation plan, and will designate the disposal facility to be utilized for mold-contaminated materials removed by the Successful Proposer. The Successful Proposer will be reimbursed at a fixed rate for this service.

2.8.13 Modular Units for Continuity of Operations

The Successful Proposer shall provide modular units/office trailers for continuity of operations. Units shall have central or wall mounted HVAC, lighting, electrical outlets, and vinyl flooring. Units must include office furniture, sufficient to accommodate laptop or desktop computers and monitors. Units must be ADA compliant.

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SECTION 3

Request for Proposals (RFP) No. 2018-009

3.0: MINIMUM QUALIFICATION REQUIREMENTS

The following represent the minimum qualification requirements for a Proposer to be deemed responsive by the City, and Proposer shall satisfy each of the following minimum requirements cited below. Each of these minimum qualifications must be addressed in detail in its submittal to determine Proposer's responsiveness. Failure to meet each of the following qualification requirements, and/or failure to provide sufficient detail and/or documentation in its submittal to determine responsiveness by the City, will result in the submittal being deemed non-responsive.

(A) PROPOSER SHALL:

(1) Be regularly engaged in the business of providing the goods and/or services similar in scope and size as described in the Request for Proposals "Scope of Services" for a minimum of five (5) years.

(2) Provide proof of active status or documentation evidencing Proposer is currently seeking active status with the Florida Department of State, Division of Corporation.

(3) Have performed at least two (2) debris removal projects involving a minimum of 100,000 cubic yards of debris within the past ten (10) years for public sector agencies similar in size to the City of Coral Gables. Similar in size shall mean a municipality/local government, with at least 51,000 residents within a fourteen (14) square mile area.

(B) KEY PERSONNEL REQUIREMENTS:

(1) **Project Manager**: The Project Manager must have a minimum of five (5) years of documented experience in disaster debris removal. The Project Manager must also be a permanent staff employee of the Proposer.

(2) **Operations Manager**: The Operations Manager must have a minimum of two (2) years of documented experience in disaster debris removal.

(3) **Debris Sites Supervisor:** The Debris Sites Supervisor must have a minimum of two (2) years of documented experience in disaster debris site or construction site management.

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SECTION 4

Request for Proposals (RFP) No. 2018-009

4.0: RFP GENERAL CONDITIONS

4.1 Acceptance/Rejection

The City reserves the right to accept or reject any and/or all Proposals or sections thereof, and waive any informalities or technicalities. As a matter of information, the City Commission does not bind itself to accept the minimum specifications stated herein, but reserves the right to accept any which in the judgment of the City will best serve the needs and interest of the City. The City also reserves the right to reject any Proposer(s) who has previously failed to properly perform under the terms and conditions of a contract, to deliver on time any contracts with the City, and who is not in a position to perform the requirements defined in this RFP. This offering of RFP itself does not in any way constitute a contractual agreement between the City of Coral Gables and the Proposer(s), nor does the attached contract which is solely a draft.

4.2 Legal Requirements

The Proposer shall comply with all rules, regulations and laws of the City of Coral Gables, Miami-Dade County, the State of Florida and the Federal Government now in force or hereinafter to be adopted. Lack of knowledge by the Proposer shall in no way be cause for relief from responsibility.

Contracts pursuant to this RFP must meet rules for Federal grants, as provided for in Title 2, C.F.R. Part 200 for contracts awarded by non-Federal Entities under Federal Awards which are incorporated herein by reference as if enumerated herein in their entirety in order to be eligible for reimbursement under the Public Assistance Program. This RFP is solicited in accordance with the Procurement Requirements as shown in Title 2 C.F.R. § 200.317 to 200.326 and Appendix II to Part 200 as detailed in Section 12 of this document and shall apply to all contracts issued pursuant to this Request for Proposal. All applicable provisions are incorporated by reference herein.

Prime Proposers shall be required to follow all of the requirements of 2 C.F.R. §200.321 in the execution of this Contract, and shall require and enforce similar compliance with all sub-contractors.

Proposer should visit the FEMA (Federal Government) website and review the FEMA requirements for providing monitoring services.

Proposer shall be responsible to adhere to any Federal rules, regulations and/or Executive Orders as required for providing services in accordance with this procurement.

4.3 Non-Appropriation of funds

In the event that insufficient funds are appropriated and budgeted or funding is otherwise unavailable in any fiscal period for this Agreement, then the City, shall have the unqualified right to terminate the Work Order(s) or Agreement upon written notice to the Contractor, without any penalty or expenses to the City. No guarantee, warranty or representation is made that any particular work or any project(s) will be assigned to any vendor(s).

4.4 Occupational License Requirements (Business Tax Receipt Requirements)

Any person, firm, corporation or joint venture, with a business location in the City of Coral Gables who is submitting a response under this solicitation, shall meet the City's Occupational License Tax Requirements in accordance with Ordinance No O2005-15 of the City of Coral Gables Code and Chapter 205 of the Florida Statutes.

Others with a location outside the City of Coral Gables shall meet their local Occupational License Tax requirements. Copy of the license must be submitted with the Proposal; however, the City may,

at its sole option and in its best interest, allow the Proposer to supply the license to the City during the evaluation period, but prior to award.

4.5 Use of Polystyrene Prohibited

Contractor, vendor, lessee, concessionaire agrees to comply with Sec. 2-730 of the City of Coral Gables Code, which prohibits the sale or use of plates, bowls, cups, containers, lids, trays, coolers, ice chests, food containers and all similar articles made from expanded polystyrene within the city or in completing its duties to the city under this contract. (This prohibition does not apply to expanded polystyrene containers used for prepackaged goods that have been filled and sealed prior to receipt by the city contractor, vendor, lessee or concessionaire.) "Expanded polystyrene" is defined as blown polystyrene and expanded and extruded foams that are thermoplastic petrochemical materials utilizing a styrene monomer and processed by any number of techniques including but not limited to fusion of polymer spheres, infection molding, foam molding and extrusion-blown molding. Contractor, vendor, lessee or concessionaire understands that violation of this section shall be deemed a default under the terms of the contract, lease or agreement."

4.6 Public Entity Crimes

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Proposal to provide any goods or services to a public entity, may not submit a Proposal with a public entity for the construction or repair of a public building or public work, may not submit Proposals on leases of real property to a public entity, may not be awarded or perform work as a proposer, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in F.S. 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendors list.

4.7 Resolution of Protests

Pursuant to Section 2-910 of the City of Coral Gables Code which may be found on the City of Coral Gables Website: http://www.coralgables.com. Click on Government, City Department, Procurement, Procurement Code (City Code Chapter 2 Article VIII)

4.8 Determination of Responsiveness

Each Response will be reviewed by the Procurement Division to determine if it is responsive to the submission requirements outlined in the RFP. A "responsive" Response is one which meets the requirements of the RFP, includes all documentation, is submitted in the format outlined in the RFP, is of timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may deem a Response non-responsive.

4.9 Evaluation of Responses

A. Rejection of Responses

The City may reject a Response for any of the following reasons:

1) Proposer fails to acknowledge receipt of addenda;
2) Proposer misstates or conceals any material fact in the Response;
3) Response does not conform to the requirements of the Formal Solicitation;
4) Response requires a conditional award that conflicts with the method of award;
5) Response does not include required samples, certificates, licenses as required; and,
6) Response was not executed by the Bidder's/Proposer(s) authorized agent.
7) Proposer's unsatisfactory performance record, judged from the standpoint of conduct of work, workmanship, progress or standards of performance agreed upon in the Contract as substantiated by past or current work with the City.
8) Proposer has previously defaulted in the performance of a public service contract, or has been convicted of a crime arising from the performance of a previous or current public service contract.

9) Any other inability, financial or otherwise, to perform the work, based on any reasons deemed proper as determined of Proposer's capability to perform the work.

The foregoing is not an all-inclusive list of reasons for which a Response may be rejected. The City may reject and/or re-advertise for all or any part of the Formal Solicitation whenever it is deemed in the best interest of the City.

B. Elimination From Consideration

1) A contract shall not be awarded to any person or firm that is in arrears to the City upon any debt or contract, or which is a defaulter as surety or otherwise upon any obligation to the City. Principal, officer, or stockholder of Proposer shall not be in arrears or in default of any debt or contract involving the City, (as a party to a contract, or otherwise); nor have failed to perform faithfully on any previous contract with the City.

2) A contract may not be awarded to any person or firm that has failed to perform under the terms and conditions of any previous contract with the City or deliver on time contracts of a similar nature.

3) A contract may not be awarded to any person or firm that has been debarred by the City in accordance with the City's Debarment and Suspension Ordinance.

4) **Federal Debarment and Suspension (Executive Orders 12549 and 12689): A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions 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. SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. The contractor shall certify compliance. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions and subcontracts.**

5) A contract may not be awarded to any person or firm with any record of judgments, bankruptcies, pending lawsuits against the City or criminal activities involving moral turpitude, and not have any conflicts of interest that have not been waived by the City Commission.

C. Determination of Responsibility

1) Responses will only be considered from entities who are regularly engaged in the business of providing the goods/equipment/services required by the Formal Solicitation. Proposer must be able to demonstrate a satisfactory record of performance and integrity; and, have sufficient financial, material, equipment, facility, personnel resources, and expertise to meet all contractual requirements. The City reserves the right to make pre-award inspections of Proposer's facilities and/or equipment prior to contract award. The terms "equipment and organization" as used herein shall be construed to mean a fully equipped and well established entity in line with the best industry practices in the industry as determined by the City.

2) The City may consider any evidence available regarding the financial, technical and other qualifications and abilities of a Proposer, including past performance (experience) with the City or any other governmental entity in making the award.

3) The City may require the Proposer(s) to show proof that they have been designated as an authorized representative of a manufacturer or supplier which is the actual source of supply, if required by the Formal Solicitation.

4) **Pursuant to 2 C.F.R. § 200.318(h), the City will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. In addition to the above mentioned, consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.**

4.10 Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)

Proposers must file the required certification, Schedule I hereto. Each tier certifies to the tier above 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. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. Proposer shall certify compliance.

4.11 Collusion

The Proposer, by submitting a Response, certifies that its Response is made without previous understanding, agreement or connection either with any person, firm, or corporation submitting a Response for the same services, or with any City Department. The Proposer certifies that its Response is fair, without control, collusion, fraud, or other illegal action. The Proposer certifies that it is in compliance with the conflict of interest and code of ethics laws. The City will investigate all situations where collusion may have occurred and the City reserves the right to reject any and all Responses where collusion may have occurred.

4.12 Sub-Contractor

A Sub-Contractor / Sub-Consultant is an individual or firm contracted by the Proposer(s) to assist in the performance of services required under this RFP. A Sub-Contractor / Sub-Consultant shall be paid through Proposer(s) and not paid directly by the City. Sub-Contractors / Sub-Consultants are allowed by the City in the performance of the services delineated within this RFP. Proposer(s) shall clearly reflect in its Response the major Sub-Contractor / Sub-Consultant to be utilized in the performance of required services. The City retains the right to accept or reject any Sub-Contractor / Sub-Consultant proposed prior to Agreement execution. Any and all liabilities regarding the use of a Sub-Contractor / Sub-Consultant shall be borne solely by the Successful Proposer(s) and insurance for each Sub-Contractor / Sub-Consultant must be maintained in good standing and approved by the City throughout the duration of the Agreement. Neither the Successful Proposer(s) nor any of its Sub-Contractors / Sub-Consultants are considered to be employees or agents of the City. Failure to list all major Sub-Contractors / Sub-Consultants and provide the required information may disqualify any proposed Sub-Contractor / Sub-Consultant from performing work under this RFP.

Proposer(s) shall include in their Responses the requested Sub-Contractor / Sub-Consultant information and include all relevant information required of the Proposer(s).

4.13 Substitutions for Assigned Personnel

The City reserves the right to approve substitutions for assigned personnel proposed for this project. Substitutions may be allowed for staff turnover, sickness or other emergency situations.

4.14 Florida Public Records Law

Sealed bids or proposals received by an agency pursuant to invitations to bid, requests for proposals, or request for qualifications are exempt from Florida Statutes Section 119.07(1) until such time as the agency provides notice of a decision or intended decision or within 30 days after bid or proposal opening, whichever is earlier.

Records subject to the provisions of Public Record Law, Florida Statutes Chapter 119, shall be kept and maintained in accordance with such Statute. Supplier acknowledges that records and books, not subject to exemption under Chapter 119, may be disclosed and/or produced to third parties by the City in accordance with requests submitted under Chapter 119 or court orders without penalty or reprisal to the City for such disclosure and/or production. Supplier also agrees to assert, in good faith, any relevant exemptions provided for under Chapter 119 for records in its possession on behalf of the City. Furthermore, Supplier agrees to comply with the provisions outlined in Section 119.0701 of the Florida Statutes, the requirements of which are incorporated herein.

4.15 Purchasing Agreements with Other Government Agencies:

At the option of the awarded Proposer, the submission of any solicitation response to this Request for Proposals constitutes a proposal made under the same terms and conditions, for the same contract price, to other governmental agencies including the State of Florida and its agencies, political subdivisions, counties and cities.

Each governmental, not-for-profit or quasi-governmental entity which uses a contract(s) resulting here from, will establish its own contract, place its own orders, issue its own purchase orders, be invoiced there from and make its own payments, determine shipping terms and issue its own exemption certificates as required by the Successful Proposer(s).

4.16 Protection of Property / Safety Concerns:

The Successful Proposer shall at all-time take precautions to avoid any damage or loss property of the City, and shall replace and repair to the City's satisfaction any loss or damage at Proposer's expense. Proposer shall adhere at all times to all safety concerns regarding employees and visitors to the facility(s).

Precautions shall be exercised at all times for the protection of persons and property. All Proposers and Sub-Contractors shall conform to all OSHA, State and County regulations while performing under the Terms and Conditions of this contract. Any fines levied by the above mentioned authorities because of inadequacies to comply with these requirements shall be borne solely by the Proposer responsible for same.

4.17 Invoicing & Payment

Invoices shall contain purchase order number, or services performed including if applicable, service data, number of labor hours for each worker, hourly rate(s) for each worker, total employee hours billed. Copies or invoices or other appropriate documentation shall be provided for each job to support their actual cost prior to reimbursement. The Proposer, upon request by the City, shall supply additional documentation. Proposer will be paid in monthly installments. Payment is made according to the actual number of labor hours worked. Partial or full payment can be withheld until work is completed to the satisfaction of the City.

4.18 Auditing of Records

The successful Proposer's book and records as they relate to the anticipated contract must be made available for inspection and audit upon receipt of three (3) days prior written notice from the City and remain available for City or other applicable sources for inspection for at least three (3) years following the expiration of the contract.

4.19 One Proposal

Only one (1) Response from a Proposer will be considered in response to this Formal Solicitation. Submission of more than one Response for the same Contract under the same or different names will deem all such duplicated Responses non-responsive and all shall be rejected.

4.20 Travel Expenses

All travel expenses must be incorporated into the hourly rate charged for services. No additional travel or per diem will be paid.

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SECTION 5

Request for Proposals (RFP) No. 2018-009

5.0: INDEMNIFY, DEFEND AND HOLD HARMLESS & INSURANCE REQUIREMENTS

5.1 To the fullest extent permitted by Laws and Regulations, the Contractor shall defend, indemnify, and hold harmless the City and its attorneys, administrators, consultants, elected and appointed officials, agents, and employees from and against all claims, damages, losses, and expenses direct, indirect, or consequential (including but not limited to fees and charges of attorneys and other professionals and court and arbitration costs) arising out of or resulting from the performance of the work and caused in whole or in part by any willful, intentional, reckless, or negligent act or omission of Contractor, any sub-consultant, or any person or organization directly or indirectly employed by any of them to perform or furnish any of the work or anyone for whose acts any of them may be liable.

In any and all claims against the City, its elected and appointed officials or any of its consultants, attorneys, administrators, agents, or employees by any employee of Contractor, any sub-consultant, any person or organization directly or indirectly employed by any of them to perform or furnish any of the work or anyone for whose acts any of them may be liable, the indemnification obligation under the above paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for Contractor or any such sub-consultant or other person or organization under workers' or workman's compensation acts, disability benefit acts, or other employee benefit acts. Moreover, nothing in this Indemnification and Hold Harmless provision shall be considered to increase or otherwise waive any limits of liability, or to waive any immunity, established by Florida Statutes, case law, or any other source of law.

5.2 For any and all claims against the CITY or any of its elected and appointed officials, attorneys, administrators, consultants, agents, or employees by any employee of Contractor, and sub-consultant, any person or organization directly or indirectly employed by any of them to perform or furnish any of the work or anyone for whose acts any of them may be liable, the indemnification obligation under the above paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for Contractor or any such sub-consultant or other person or organization under workers' or workman's compensation acts, disability benefit acts, or other employee benefit acts.

5.3 The indemnification and hold harmless provision shall include, but not be limited to, all of the following:

a. Damages awarded to any person or party.

b. Attorney's fees and costs incurred in defending such claims. The CITY may use the attorney or law firm of its choice in which event the Contractor will pay such firm the fees it charges the CITY, provided such fees are reasonable in light of the prevailing market rate for similar legal services. Such fees shall be deemed reasonable if they are no greater than the fees that CITY pays other counsel for representation in similar cases. If the City Attorney's Office provides the defense, CONTRACTOR will reimburse the CITY at the prevailing market rate for similar legal services.

c. Attorney's fees and cost of any party that a court orders the CITY to pay.

d. Lost time that results from the CITY or its officials or employees responding to discovery or testifying by deposition or in court. In this regard, for any time the CITY spends in responding to document requests or public records requests relating to such claims whether from CONTRACTOR or any other party, CONTRACTOR will reimburse CITY $50.00 for each employee work hour spent reviewing or responding to such requests. For any time spent testifying in court or in depositions, or preparing for such testimony, CONTRACTOR will reimburse CITY on a per hour basis as follows:

- For the Mayor or City Commissioner: $300.00 per hour
- For the City Manager: $250.00 per hour
- For an Assistant City Manager or Department Director: $250.00 per hour
- For an Assistant Department Director: $100.00 per hour
- For City Attorney or Assistant City Attorney: Prevailing market rates
- For other employees: $50.00 per hour

e. The expenses incurred by CITY in complying with any administrative or court order that may arise from such claims.

f. Miscellaneous expenses relating to such claims including expenses of hotels and transportation in trips relating to such claims; and

g. Any other direct or indirect expense that CITY would not have incurred but for a claim that arises out of this agreement.

5.4 It is the specific intent of the parties hereto that the foregoing indemnification complies with Section 725.06 (Chapter 725), Florida Statutes.

5.5 The Proposer hereby expressly agrees and understands that the indemnification and hold harmless provisions contained in the Professional Services Agreement resulting from this RFP, will supersede and take precedence over any such provisions contained within the RFP documents.

5.6 INSURANCE REQUIREMENTS

5.6.1 GENERAL CONDITIONS

Pursuant to the City of Coral Gables Code, Section 2-971, the Risk Management Division of the Office of Labor Relations and Risk Management has developed the following insurance requirements to protect the City of Coral Gables to the maximum extent feasible against any and all claims that could significantly affect the ability of the City to continue to fulfill it obligations and responsibilities to the taxpayers and the public.

Consequently, prior to award and in any event prior to commencing work, the Contractor shall procure, and provide the City with evidence of insurance coverage as required herein and name the City as an Additional Insured on a primary and non-contributory basis. The Contractor shall secure and maintain, at its own expense, and keep in effect during the full period of the contract a policy or policies of insurance, and must submit these documents to the Risk Management Division of the Office of Labor Relations and Risk Management for review and approval.

All city solicitation and contract documents shall include insurance provisions approved by the Risk Management Division.

5.6.2 PROPOSER REQUIREMENTS

The Proposer shall maintain, at its own cost and expense, the following types and amounts of insurance with insurers with rating of “A-" "VI" or better according to the A.M. Best rating guide as a minimum standard. The insurers providing coverage must be approved by the State of Florida and hold all of the required licenses in good standing to conduct business within the State of Florida. In addition, they must be acceptable to the City of Coral Gables Risk Management Division and/or the City Attorney’s Office.

5.6.3 TYPE OF COVERAGE & LIMIT OF LIABILITY REQUIREMENT

5.6.3.1 **Workers' Compensation and Employers Liability Insurance** covering all employees, subcontractors, and/or volunteers of the Contractor and/or Vendor engaged in the performance of the scope of work associated with this contract and/or agreement. The minimum limits of liability shall be in

accordance with applicable state and/or federal laws that may apply to Workers' Compensation insurance, with the following limits:

5.6.3.1.1 Workers' Compensation - Coverage A
Statutory Limits (State of Florida or Federal Act)

5.6.3.1.2 Employers' Liability - Coverage B
$1,000,000 Limit - Each Accident
$1,000,000 Limit - Disease each Employee
$1,000,000 Limit - Disease Policy Limit

5.6.3.2 **Commercial General Liability Insurance** written on an occurrence basis including, but not limited to; Coverage for contractual liability, products and completed operations, personal & advertising injury, bodily injury and property damage liabilities with limits of liability no less than:

5.6.3.2.1 Each Occurrence Limit - $1,000,000

5.6.3.2.2 Fire Damage Limit (Damage to rented premises) - $100,000

5.6.3.2.3 Personal & Advertising Injury Limit - $1,000,000

5.6.3.2.4 General Aggregate Limit - $2,000,000

5.6.3.2.5 Products & Completed Operations Aggregate Limit - $2,000,000

5.6.3.3 **Business Automobile Liability Insurance** covering all owned, non-owned and hired vehicles used in connection with the performance of work under this Contract, with a combined single limit of liability for bodily injury and property damage of not less than:

5.6.3.3.1 Combined Single Limit (Each Accident) - $1,000,000

5.6.3.3.2 Any Auto (Symbol 1)

5.6.3.3.3 Hired Autos (Symbol 8)

5.6.3.3.4 Non-Owned Autos (Symbol 9)

5.6.4 MINIMUM COVERAGE FORM (SHALL BE AT LEAST AS BROAD AS):

5.6.4.1 Workers Compensation

The standard form approved by the State of Jurisdiction.

5.6.4.2 Commercial General Liability

ISO (Insurance Services Office, Inc.) Commercial General Liability coverage ("occurrence" Form CG 0001) or its equivalent. "Claims made" form is unacceptable except for professional or environmental liability coverage.

5.6.4.3 Commercial Auto Liability

ISO (Insurance Services Office, Inc.) Commercial Auto Liability coverage (form CA 0001) or its equivalent.

5.6.5 REQUIRED ENDORSEMENTS

5.6.5.1 The following endorsements with City approved language

5.6.5.1.1 Additional insured status provided on a primary & non-contributory basis for general, and auto liability.

5.6.5.1.2 Waiver of Subrogation for all applicable coverages: general, auto liability and workers compensation

5.6.5.1.3 Notices of Cancellation/Non-renewal/Material Changes must be sent directly to the City of Coral Gables by the Insurance Company. The City only requires the same statutory notice that an insurance company must provide to the insured, however this Notice may not be less than Thirty (30) Days, except a Ten (10) Day Notice of cancellation is acceptable for non-payment of premium.

Notices of Cancellation, Non-renewal or Material Change must be provided to the following address:

CITY OF CORAL GABLES
INSURANCE COMPLIANCE
P.O. BOX 100085-CE
DULUTH, GA 30096

5.6.5.2 All policies shall contain a "severability of interest" or "cross liability" clause without obligation for premium payment of the City.

5.6.6 HOW TO EVIDENCE COVERAGE TO THE CITY

5.6.6.1 The following documents must be provided to the City;

5.6.6.1.1 A Certificate of Insurance containing the following information:

5.6.6.1.1.1 Issued to entity contracting with the City

5.6.6.1.1.2 Evidencing the appropriate Coverage

5.6.6.1.1.3 Evidencing the required Limits of Liability required

5.6.6.1.1.4 Evidencing that coverage is currently in force

5.6.6.1.1.5 Language provided in the Special Provision Section of the Certificate of Insurance affirming that all endorsements required by the City have been endorsed to all of the polices.

A copy of each endorsement that is required by the City.

5.6.6.2 All Certificates of Insurance must be signed by a person authorized by that insurer to bind or amend coverage on its behalf

5.6.6.3 The City reserves the right to require a complete copy of any insurance policies required by the City. Should the City invoke this right, the policy must be provided directly to the City by the insurance agent or insurance company.

5.6.6.4 The city reserves the right to require additional insurance requirements at any time during the course of the agreement.

5.6.7 <u>WAIVER OF INSURANCE REQUIREMENTS</u>

Should a Proposer not be able to comply with any insurance requirement, for any reason, the Proposer must write a letter to the Risk Management Division on their letter head requesting that a waiver of a specific insurance requirement be granted. The requested waiver will be evaluated by the Risk Management Division. The Risk Management Division will approve or reject the requested waiver of insurance.

Proposers are encouraged review their individual insurance needs with their insurance agents/brokers regularly to determine the adequacy of the coverage and the limits of liability that are being purchased. In certain circumstances, the City of Coral Gables will require additional insurance to respond to the hold harmless and indemnification clauses executed with the City of Coral Gables. Based on the nature of the work performed, the City of Coral Gables will determine what additional types of insurance and/or higher limits of liability that must be obtained.

Upon contract award, all documents evidencing insurance to City of Coral Gables – Insurance Compliance should be sent via email to cityofcoralgables@ebix.com and copy to druiz@coralgables.com.

Should you require assistance, contact the dedicated Call Service Lines for City of Coral Gables:

Call Service Lines - Insurance Compliance
Phone: (951) 652-2883.
Fax: (770) 325-0417
Email: cityofcoralgables@ebix.com

When Professional, Contractor and/or Vendor evidence insurance to the City of Coral Gables, the Certificate Holder section of the Certificate of Insurance should read as follows:

City of Coral Gables
Insurance Compliance
PO Box 100085 –CE
Duluth, GA 30096

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CITY OF CORAL GABLES
REQUIRED COVER SHEET & CHECK LIST WHEN EVIDENCING INSURANCE

The City Beautiful™

This check list was developed to identify the documents required when an entity and/or an individual is evidencing insurance to the City. All applicable boxes must be checked. This form, and other related insurance documents are available @ www.coralgables.com. Under City Departments tab, click on Human Resources, then the Risk Management Division Page.

◄◄◄◄ THIS FORM MUST BE SUBMITTED WHEN EVIDENCING INSURANCE TO THE CITY ►►►►

Full Legal Name (as shown on the agreement or permit with the City):	
City Department (that you are working with or that is issuing a permit):	
City Employee (contract manager or employee issuing permit):	
The name & phone # of the individual who completed this check list:	
The date this check list was completed in its entirety:	

❑ **A Certificate of Insurance is attached and the following information is contained therein:**

- ❑ The named insured listed on the Certificate of Insurance exactly matches the name of the individual and/or entity that is required to evidence insurance to the City.
- ❑ The Certificate Holder section of the Certificate of Insurance reads as follows:
  City of Coral Gables ● Insurance Compliance
  PO Box 100085 - CE ● Duluth, GA 30096
- ❑ The special provisions section of the Certificate of Insurance contains language affirming that;
  1) Endorsements have been issued to all required insurance policies naming the City of Coral Gables as an additional insured on a primary and non-contributory basis (except workers compensation & professional liability insurance) and;
  2) That all policies evidenced to the City contain a waiver of subrogation endorsement and;
  3) That all policies have been endorsed to ensure that the City receives the same Florida statutorily required notice of cancellation that an insurance company provides the first named insured of the policy.

IF COVERAGE IS REQUIRED FOR THE LINES OF INSURANCE BELOW, THEN THE DOCUMENTS LISTED MUST ALSO BE ATTACHED TO THE CERTIFICATE OF INSURANCE EVIDENCED TO THE CITY

❑ **Copies of the following <u>Commercial General Liability Endorsements</u> (or a copy of the section of the insurance policy that provides this coverage) are attached to this check list:**

- ❑ Endorsement (or a copy of the policy) naming the City of Coral Gables as an Additional Insured on a Primary and Non-Contributory Basis.
- ❑ Waiver of Subrogation Endorsement (or a copy of the policy) in favor of the City.
- ❑ Endorsement providing the City with the same Florida statutorily required notice of cancellation that an insurance company provides the first named insured of the policy.

❑ **Copies of the following <u>Automobile Liability Endorsements</u> (or a copy of the section of the insurance policy that provides this coverage) are attached to this check list:**

- ❑ Endorsement (or a copy of the policy) naming the City of Coral Gables as an Additional Insured on a Primary and Non-Contributory Basis.
- ❑ Waiver of Subrogation Endorsement (or a copy of the pollicy) in favor of the City.
- ❑ Endorsement providing the City with the same Florida statutorily required notice of cancellation that an insurance company provides the first named insured of the policy.

❑ **Copies of the following <u>Workers Compensation Endorsements</u> (or a copy of the section of the insurance policy that provides this coverage) are attached to this check list:**

- ❑ Waiver of Subrogation Endorsement (or a copy of the policy) in favor of the City.
- ❑ Endorsement providing the City with the same Florida statutorily required notice of cancellation that an insurance company provides the first named insured of the policy.

SECTION 6

Request for Proposals (RFP) No. 2018-009

6.0: SUBMISSION REQUIREMENTS

6.1. SUBMITTAL INSTRUCTIONS

Responses to this RFP must be submitted typed or printed in ink, with all required forms and schedules executed. Use of erasable ink is not permitted. **The Proposal must be signed by an officer or representative who is authorized to contractually bind the Proposer.** Responses shall be submitted in the format outlined below under "Response Format". Responses received electronically, either through email or facsimile, are not acceptable and will be rejected.

Any and all Responses which do not include all required documentation and/or do not follow the prescribed format may be deemed non-responsive. The City reserves the right to request any documentation omitted. Proposer must submit any omitted documentation within three (3) calendar days (excluding weekends and holidays) upon request from the City, or the Response may be deemed non-responsive. Non-responsive Proposals will receive no further consideration.

Proposers shall submit one (1) Original Response, along with all required checklists, forms, and schedules. Additionally, Proposers shall submit seven (7) copies and one (1) digital copy (*PDF format)* on a CD or flash drive. **The Professional Service Agreement** is a **d*raft*** for your review; therefore submittal of this agreement is not required with the Response. Responses must be addressed to the Procurement Division, 2800 S.W. 72 Avenue, Miami, FL 33155, and delivered at or prior to the time noted for the submittal deadline. Responses received after the submittal deadline will not be accepted. It will be the sole responsibility of the Proposer to deliver the Response to the Procurement Division office on or before the submittal deadline.

Proposals shall be submitted in a sealed envelope clearly marked on the exterior with the following:

(1) RFP No. and RFP Title
(2) Proposer's Name and Return Address
(3) Submittal Deadline
(4) Addressed to: City of Coral Gables
Procurement Division
2800 S.W. 72ND Ave.
Miami, FL 33155

The Procurement Division will not be held responsible for the premature opening of a Response not properly addressed and identified. **All Responses submitted become the exclusive property of the City of Coral Gables.**

The Response shall be considered an offer on the part of the Proposer, which offer shall be deemed accepted upon approval of the City, and in case of default, the City reserves the right to accept or reject any and all Proposals, to waive irregularities and technicalities, and request new Responses. The City also reserves the right to award any resulting agreement as it deems will best serve the interests of the City.

6.2. RESPONSE FORMAT

THE RESPONSE SHALL BE TABBED AND ORGANIZED AS INDICATED BELOW AND SHALL ADEQUATELY ADDRESS EACH CRITERIA.

SUBMITTAL - SECTION I: TITLE PAGE, TABLE OF CONTENTS, REQUIRED FORMS, AND MINIMUM QUALIFICATION REQUIREMENTS.

1) **Title Page**: Show the RFP number and title, the name of your firm, address, and telephone number, name of contact person, e-mail address, and date.

2) Provide a **Table of Contents** in accordance with and in the same order as the respective "**Sections"** listed below. Clearly identify the material by section and page number.

3) Fill out, sign, and submit the **Proposer's Acknowledgement Form**.

4) Fill out and submit the **Solicitation Submission Check List**.

5) Fill out, sign, and submit the **Proposer's Affidavit** and **Schedules A through L**.

6) Include a **Bid Bond**, in accordance with Section 1.17 of the RFP.

7) **Minimum Qualification Requirements:** submit detailed verifiable information affirmatively documenting compliance with the Minimum Qualifications Requirements shown in Section 3.

SUBMITTAL - SECTION II: EXPERIENCE AND QUALIFICATIONS

(i) FOR PROPOSER:

1) Provide a complete history and description of your company, including, but not limited to, the number of years in business, size, number of employees, office location, copy of applicable licenses/certifications, credentials, capabilities and capacity to meet the City's needs.

2) Describe the Proposer's relevant knowledge and experience in providing the services described in the "Scope of Services" to public sector agencies similar in size to the City of Coral Gables. Include information which addresses, but is not limited to the following:
   - establishing and operating multiple Debris Management Sites (DMS)
   - regulations affecting the removal, processing and disposal of mixed debris
   - filing and receiving federal and state reimbursements for disaster recovery work, including preparing ad submitting federal/state project work sheets
   - assessing, removing and disposing of specialty debris including hazardous materials, dead animals, hazardous stumps and submerged debris.
   - demolition of structures, and debris removal from private property (right-of-entry programs) and publicly owned property (other than rights-of-way)
   - assisting governmental entities in providing community relations including the company's ability to create audio/visual presentations and fact sheets.
   - Providing human support activities such as food, water and sanitation services

3) Describe the Proposer's professional development program, including policy/procedures/measures in place ensuring all key personnel assigned to the City have continuing education and receive specialized training in the services solicited herein.

4) The Proposer must not have a vested interest in a debris monitoring contract or contractor(s) with the City. Also, there must be no conflict of interest between the Proposer and a debris monitoring contractor(s). Proposer shall include a statement confirming the latter, including certification that neither Proposer nor any employee thereof, has a conflict of interest, either direct or indirect, in connection with the services sought herein pursuant to Federal and state law.

5) Provide financial statements, in a sealed envelope, for the last two (2) complete fiscal years. Such statements should include, at a minimum, balance sheets (statements of financial position) and statements of profit and loss (statement of net income). Statements shall be certified by an independent Certified Public Accountant.

6) **Bonding Capacity.** Proposer shall provide a letter from a Surety firm affirming that Proposer has sufficient bonding capacity to provide performance and payment bonds in an amount not less than one hundred percent (100%) of the contract amount. The Surety firm shall be rated by an AM Best as to be no less than A- (Excellent). The statement of bonding capacity shall be directly form the Surety firm on its official letterhead and signed by an authorized agent of the firm.

(ii) FOR KEY PERSONNEL:

1) Provide a summary of the qualifications, copy of applicable licenses/certifications, and relevant experience of all proposed key personnel (i.e., Project Manager, Operations Manager, Debris Site Supervisor, including sub-contractors). Include resumes (listing experience, education, licenses/certifications) and specify the role and responsibilities of each team member in providing the services outlined in the RFP. Documentation submitted must clearly demonstrate key personnel's knowledge, experience, and understanding of the types of services to be performed and of federal, state, and local laws and regulations governing this work.

2) Provide an organizational chart of all key personnel that will be used.

SUBMITTAL – SECTION III: PROJECT UNDERSTANDING, PROPOSED APPROACH, AND METHODOLOGY

1) Describe in detail, your approach to perform the services and tasks solicited herein. Include detailed information, as applicable, which addresses, but need not be limited to: understanding of the RFP scope and requirements, strategies for assuring assigned work is completed on time, communication with City staff, and how the Proposer intends to positively and innovatively work with the City in providing the services outlined in this RFP.

2) Describe in detail Proposer's Mobilization/Operation Plan. The plan must include, but not be limited to the following:

    a. Proposer's mobilization/operation procedures following a disaster event.

    b. Breakdown of the time required to perform each task including guaranteed times to mobilize the Proposer's forces, to establish an onsite emergency response and communication center, to mobilize recovery equipment, to establish Debris Management Sites (DMS), and to mobilize subcontractors.

    c. Breakdown of the manpower (position titles and number of support personnel) and available equipment (type of loaders, aerial lifts and transport vehicles etc.) that will be assembled during each phase (Initial Deployment, Emergency Push/Road Clearance, Debris Removal, Debris Management Sites (DMS) Operations including provisions for recycling debris, Demolition of Structures and Optional Services etc.).

    d. Plan for Debris Management Sites (DMS) that describes the operations expected including materials handling, reduction, storage, recycling, equipment maintenance, etc. The plan must address any applicable State and Federal laws and regulations.

3) Indicate areas of the scope and percentage of work Proposer may subcontract and how it will ensure that only subcontractors approved by the City are utilized. Explain Proposer's processes for selecting and training subcontractors to manage disaster events.

4) Describe Proposer's "clean as you go" policy.

5) Discuss Proposer's approach to:
    a. team work assignments, data management, and project tracking.
    b. supervising multiple clean-up crews, managing multiple tasks simultaneously and expeditiously, and resolving problems.
    c. ensuring the quality of the work being performed by its crews and subcontractors.

6) Describe Proposer's database reporting system and capabilities, including the ability to capture data and provide electronic reports as required in the RFP. Attach sample reports, load tickets and vehicle placards used in the operation of debris removal activity.

7) Provide current and projected workload for the Proposer and key personnel assigned to the City's account. Explain how this potential contract will fit into the Proposer's workload and how it plans to distribute resources and personnel, amongst its various clients, during a disaster event. For each current and projected engagement, please indicate the following:
    a. Client name
    b. Current and/or projected workload
    c. Estimated dollar amount and cubic yards of engagement
    d. Key personnel assigned

8) Comprehensive description of the proposed quality control plan. This description should include, at a minimum, the Proposer's quality control organization, overview of tasks to be inspected, reports, and methods of inspections.

9) Description of the Proposer's customer service plan to respond to City complaints.

10) Explain how Proposer has complied with the public policies of the Federal Government. These include amongst other things, past and current compliance with:

    a. Equal opportunity and nondiscrimination laws as required in 41 C.F.R. Part 60-1.4(b)

    b. Affirmative steps described in 2 CFR § 200.321(b) for all subcontracting under contracts supported by FEMA financial assistance. Document Proposer's efforts to utilize M/WBE firms, including what firms were solicited as suppliers and/or subcontractors.

SUBMITTAL – SECTION IV: PAST PERFORMANCE AND REFERENCES

1) Provide a minimum of three (3) references (but no more than five (5)) from public sector agencies, similar in size to the City of Coral Gables, for which Proposer has provided the services described in the RFP. Please include: (1) client name, (2) address, (3) contact name, (4) contact telephone number, (5) contact email address, (6) term of contract (start and end date), (7) total dollar value of the contract, (8) services provided, (9) agency's size (number of residents and square miles), (10) volume of debris managed and disposed. **DO NOT include work/services performed for the City of Coral Gables or City employees as reference.**

2) Provide a list with contact information of public sector clients, if any, that have discontinued use of Proposer's services within the past two (2) years and indicate the reasons for the same. The City reserves the right to contact any reference as part of the evaluation process.

SUBMITTAL – SECTION V: PRICE PROPOSAL

1) Provide pricing utilizing the Price Proposal form under Section 8.

SECTION 7

Request for Proposals (RFP) No. 2018-009

7.0: EVALUATION / SELECTION PROCESS

7.1. Evaluation Procedures

(a) The Procurement Division shall review all Proposal submissions for responsiveness to the requirements of the RFP. The evaluation will consist of, but not be limited to, Proposer willingness and ability to provide all services requested under the conditions stated in this RFP. The Procurement Division will also evaluate the Proposers(s)' professional references, company resources, including personnel and equipment, ability to respond to requests, including missed commitments, response time, business history with the City, if any, as well as with all other public or private entities; and the required licenses and insurance.

(b) The City of Coral Gables shall be the sole judge in determining Proposer responsiveness.

(c) As part of the evaluation process, the City may conduct background investigations of Proposer, its officials and employees, including a record check by or directed by the City of Coral Gables Police Department through FDLE and/or other databases. Proposer submission of Proposal constitutes acknowledgement of the process and consent to such investigation.

7.2. Method of Evaluation / Evaluation Criteria

An Evaluation Committee, appointed by the Procurement Officer or designee, will meet to evaluate all responsive submittals received in accordance with the requirements set forth in the solicitation. The City may request additional information of a clarifying nature if deemed necessary for this evaluation. Additional information may be requested via written submissions or oral presentations to the Evaluation Committee.

In evaluating the submittals received, the Evaluation Committee may review and score the submittals with or without conducting interview sessions or oral presentations. The Evaluation Committee may also establish a short list of no less than three (3) firms (if more than 3 submissions are received) deemed to be the most highly qualified to perform the required services. The short-listed Proposers may be required to be present for interview sessions / oral presentations before the Evaluation Committee.

At the conclusion of the meeting, the Evaluation Committee will score each individual Proposer based on the Evaluation Criteria outlined in Section 7.3. Each member of the committee will add together the criteria points assigned to each Proposer. The Procurement Division will tabulate the scores assigned by each member to develop a Total Aggregate Score for each Proposer. (see example below).

The Procurement Officer will review the Evaluation Committee's recommendation and submit a recommendation to the City Manager and City Commission for review and authorization to proceed with Contract Negotiations.

Proposer	Committee Member 1 (Total Score)	Committee Member 2 (Total Score)	Committee Member 3 (Total Score)	Total Aggregate Score	Final Ranking
Proposer A	75	60	68	203	1
Proposer B	90	48	55	193	2
Proposer C	80	51	36	167	3

7.3 Evaluation Criteria

Proposals will be scored and ranked by the Evaluation Committee, based on the following criteria and points:

	Category	Points
a)	Experience & Qualifications	30
b)	Project Understanding, Proposed Approach, and Methodology	35
c)	Past Performance and References	20
d)	Price Proposal	15
	Total Points	100

Proposer Evaluation Criteria Breakdown

a) Experience and Qualifications

- Company history and description, including, but not limited to, the number of years in business, size, number of employees, office location, copy of applicable licenses/certifications, credentials, capabilities and capacity to meet the City's needs.

- Proposer's relevant knowledge and experience in providing the services described in the "Scope of Services" to public sector agencies similar in size to the City of Coral Gables. Including, but not limited to:
    - establishing and operating multiple Debris Management Sites (DMS);
    - regulations affecting the removal, processing and disposal of mixed debris;
    - filing and receiving federal and state reimbursements for disaster recovery work, including preparing ad submitting federal/state project work sheets;
    - assessing, removing and disposing of specialty debris including hazardous materials, dead animals, hazardous stumps and submerged debris; demolition of structures, and debris removal from private property (right-of-entry programs) and publicly owned property (other than rights-of-way);
    - assisting governmental entities in providing community relations including the company's ability to create audio/visual presentations and fact sheets;
    - Providing human support activities such as food, water and sanitation services.

- Proposer's professional development program, including policy/procedures/measures in place ensuring all key personnel assigned to the City have continuing education and receive specialized training in the services solicited herein.

- Proposer's financial stability and bonding capacity.

- Qualifications and experience of all proposed key personnel (including sub-contractors).

b) Project Understanding, Proposed Approach, and Methodology.

- Proposer's overall detailed approach to perform the services and tasks solicited herein, including, but not limited to: understanding of the RFP scope and requirements, strategies for assuring assigned work is completed on time, communication with City staff, and how the Proposer intends to positively and innovatively work with the City in providing the services outlined in this RFP.

- Proposer's Mobilization/Operation Plan, including but not limited to:
    - Proposer's mobilization/operation procedures following a disaster event.

    - Breakdown of the time required to perform each task including guaranteed times to mobilize the Proposer's forces, to establish an onsite emergency response and communication center, to mobilize recovery equipment, to establish Debris Management Sites (DMS), and to mobilize subcontractors.

- Breakdown of the manpower (position titles and number of support personnel) and available equipment (type of loaders, aerial lifts and transport vehicles etc.) that will be assembled during each phase (Initial Deployment, Emergency Push/Road Clearance, Debris Removal, Debris Management Sites (DMS) Operations including provisions for recycling debris, Demolition of Structures and Optional Services etc.).

- Plan for Debris Management Sites (DMS) that describes the operations expected including materials handling, reduction, storage, recycling, equipment maintenance, etc. The plan must address any applicable State and Federal laws and regulations.

- Areas of the scope and percentage of work Proposer may subcontract and how it will ensure that only subcontractors approved by the City are utilized. Proposer's processes for selecting and training subcontractors to manage disaster events.

- Proposer's "clean as you go" policy.

- Proposer's approach to:
  - team work assignments, data management, and project tracking.
  - supervising multiple clean-up crews, managing multiple tasks simultaneously and expeditiously, and resolving problems.
  - ensuring the quality of the work being performed by its crews and subcontractors.

- Proposer's database reporting system and capabilities, including the ability to capture data and provide electronic reports as required in the RFP.

- Projected workload of the Proposer and key personnel assigned to the City's account. How this potential contract will fit into the Proposer's workload and how it plans to distribute resources and personnel, amongst its various clients, during a disaster event.

- Comprehensive description of the proposed quality control plan, including at a minimum: the Proposer's quality control organization, overview of tasks to be inspected, reports, and methods of inspections.

- Proposer's customer service plan to respond to City complaints.

- Proposer's compliance with the public policies of the Federal Government.

c) Past Performance and Reference

- Proposer's detailed references and past performance.

d) Price Proposal

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SECTION 8

Request for Proposal (RFP) No 2018-009

8.0: PROPOSAL PRICING

8.1 PROPOSAL PRICING FORM

Each Proposer shall ensure the Proposal Pricing Schedule listed in the following pages is completed in full, with Proposer providing a detailed list of all costs to provide Services.

Proposers should carefully follow the instructions outlined below, particularly with respect to the format and number of pages allotted to each topic, if applicable. Failure to follow these instructions may be considered grounds for excluding a proposal from further consideration.

Proposer shall submit a Proposal expressing its interest in providing the services described herein. To receive consideration, this Request for Proposal must be submitted in its entirety, with all forms executed. All corrections to prices made by the Proposer must be initialed. Any additional information to be submitted as part of the Proposal may be attached behind the Proposal Pricing Schedule, carefully cross-referencing each item number and/or letter.

The City reserves the right to add or delete any service, at any time. Should the City determine to add an additional service for which pricing was not previously secured; the City shall seek the Successful Proposer to provide reasonable cost(s) for same. Should the City determine the pricing unreasonable, the City reserves the right to negotiate cost(s) or seek another vendor for the provision of said service(s).

Proposer: _____ Address _____

Contact Name _____ Title _____ Signature _____

Telephone _____ Email: _____

RFP 2018-009 DISASTER DEBRIS REMOVAL SERVICES
Time and Materials Price Schedule
(Hourly Labor and Equipment Rates)

Unit Prices shall include, but not be limited to, full compensation for labor, any and all equipment used, travel and related expenses and any and all other costs to the Proposer. The City will not pay and/or reimburse any additional costs including, but not limited to, travel, mileage, lodging, meals, and other travel and subsistence expenses. No overtime rates shall be paid by the City; unit prices shall include applicable overtime. Unit Prices shall remain fixed and firm for the initial three (3) year term of the contract. Prior to each renewal term of the resulting agreement, unit prices may be negotiated by the City with the Successful Proposer.

Heavy Equipment	Size or Type	U/M	Unit Price
			Operators Included
Skid Steer Loader	Bobcat	Hour	
Backhoe	Cat 416	Hour	
Wheel Loaders	Cat 950	Hour	
Wheel Loaders	Cat 966	Hour	
Wheel Loaders	Cat 980	Hour	
Tracked Loader	Cat 955	Hour	
Towed Loader w/ Tractor	Prentice 210	Hour	
Self Loading Knuckle boom Truck	25 - 35 CY Body	Hour	
Self Loading Knuckle boom Truck	35 - 45 CY Body	Hour	
Self Loading Knuckle boom Tandem Truck	45 – 75 CY Body	Hour	
Dozer	Cat D4	Hour	
Dozer	Cat D5	Hour	
Dozer	Cat D6	Hour	
Dozer	Cat D7	Hour	
Dozer	Cat D8	Hour	
Excavators with Grapple or Thumb	Cat 320	Hour	
Excavators with Grapple or Thumb	Cat 325	Hour	
Excavators with Grapple or Thumb	Cat 330	Hour	
Tractor w/ Box Blade	80 Hp	Hour	
Motor Grader	Cat 120G	Hour	
Crane	30 Ton	Hour	
Bucket Truck	Up to 50' reach	Hour	
Bucket Truck	50' to 75' reach	Hour	
Trash Transfer Trailer w/ Tractor	110 Yard	Hour	
Mechanized Broom	Street Sweeper	Hour	
Water Truck	2000 Gallon	Hour	
Stump Grinder	Vermeer 252	Hour	
Chipper w/ 2 man crew	Morbark Storm	Hour	
12-Foot Tub Grinder	Morbark 1200	Hour	
13-Foot Tub Grinder	Morbark 1300	Hour	

14-Foot Tub Grinder	Diamond Z 1463	Hour	

Heavy Equipment	Size or Type	U/M	Unit Price
Equipment Transport w/ Tractor	50 Ton	Hour	
Truck Mounted Winch	Tow Truck	Hour	
Haul Vehicles	**Size or Type**	**U/M**	**Unit Price**
			Operators Included
Dump Truck	10 to 15 CY	Hour	
Dump Truck	16 to 20 CY	Hour	
Trailer Dump w/ Tractor	30 to 40 CY	Hour	
Trailer Dump w/ Tractor	41 to 50 CY	Hour	
Trailer Dump w/ Tractor	51 to 60 CY	Hour	
Trailer Dump w/ Tractor	61 to 70 CY	Hour	
Walking Floor Trailer w/ Tractor	100 CY	Hour	
Transportation Vehicles	**Size or Type**	**U/M**	**Unit Price**
			Operators Not Included
Pickup Truck	1/2 Ton	Day	
Pickup Truck	3/4 Ton	Day	
Pickup Truck	1 Ton	Day	
Box Truck	3/4 Ton	Day	
Utility Van	3/4 Ton	Day	
Passenger Van	9 Passenger	Day	
Passenger Car	Full size	Day	
Personnel	**Size or Type**	**U/M**	**Unit Price**
Superintendent w/ Pickup Truck	Individual	Hour	
Supervisor w/ Pickup Truck	Individual	Hour	
Safety or QC Manager w/ Pickup Truck	Individual	Hour	
Mechanic w/ Truck and Tools	Individual	Hour	
Climber w/ Gear	Individual	Hour	
Operator w/ Chainsaw	Individual	Hour	
Laborer w/ Tools	Individual	Hour	
Traffic Control Personnel	Individual	Hour	
Ticket Writers	Individual	Hour	
Clerical	Individual	Hour	
Administrative Assistant	Individual	Hour	

RFP 2018-009 DISASTER DEBRIS REMOVAL SERVICES
Unit Price

Unit Prices shall include, but not be limited to, full compensation for labor, any and all equipment used, travel and related expenses and any and all other costs to the Proposer. The City will not pay and/or reimburse any additional costs including, but not limited to, travel, mileage, lodging, meals, and other travel and subsistence expenses. No overtime rates shall be paid by the City; unit prices shall include applicable overtime. Unit Prices shall remain fixed and firm for the initial three (3) year term of the contract. Prior to each renewal term of the resulting agreement, unit prices may be negotiated by the City with the Successful Proposer.

Name of Proposer:		
DESCRIPTION OF SERVICES: ALL SERVICES ARE AS DIRECTED BY THE CITY AS TO THE LOCATION OF WORK AREA, DISASTER ASSISTANCE FUNDING AND AS OTHERWISE SPECIFIEDIN THE RFP DOCUMENT	**UNIT OF MEASURE**	**UNIT PRICE**
COMPONENT SERVICES		
Mobilization and demobilization	(lump sum)	
Collect Vegetative Debris from public or private property and transport to DMS or final disposal location. Screening for Animal Carcasses, HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process.		
(0-15 miles)	Cubic Yard	
(15 – 30 miles)	Cubic Yard	
(>30 miles)	Per Mile over 30 Miles, Per Cubic Yard.	

Collect Construction and Demolition Debris (C&D) (including white goods not requiring Freon removal) from public or private property and transport to DMS or final disposal location. Screening for Animal Carcasses, HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process.		
0-15 miles	Cubic Yard	
15-30 miles	Cubic Yard	
>30 miles	Per Mile over 30 Miles, Per Cubic Yard.	
Management of DMS and Processing (Reduction) of Vegetative Debris (including stumps).	Cubic Yard	
Management of DMS and Processing (reduction, separation, recycling etc.) of Construction and Demolition Debris (C&D) (including white goods not requiring Freon removal).	Cubic Yard	
Haul-Out of Reduced or Unreduced Debris from DMS to Final Disposal Site.		
(0-15 miles)	Cubic Yard	
(15 - 30 miles)	Cubic Yard	
(>30 miles)	Per Mile over 30 Miles, Per Cubic Yard.	
Disposal at Contractor's Final Disposal Site		
• Vegetative Debris (reduced)	Cubic Yard	
• Vegetative Debris (un-reduced)	Cubic Yard	
• Processed construction and Demolition (C&D) (including white goods not requiring or already processed for Freon removal)	Cubic Yard	
• Unprocessed Construction and Demolition (C&D) (including white goods not requiring or already processed for Freon removal)	Cubic Yard	
• Animal Carcasses	Carcass	

White Goods Freon processing	Piece	
Hazardous Stump Extraction and Transportation to a DMS. Screening for Animal Carcasses, HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process.		
< 24” (Treated as Normal Vegetative Debris, no per tree removal cost is applicable)	Not applicable	<24” and/or stumps less than 50% uprooted. Cost per inch of stump diameter. Includes stump and surface roots.
24”- 36”	Per Stump	
36” – 48”	Per Stump	
48” – 72”	Per Stump	
72” +	Per Stump	
Hazardous Stump Extraction and Transportation to a final disposal location in Miami-Dade County, Florida, which shall be specified by the City. Tipping fee shall be a direct pass through expense to the City. Screening for Animal Carcasses, HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process.		
< 24” (Treated as Normal Vegetative Debris, no per tree removal cost is applicable)	Not applicable	As Per Vegetative Debris cubic yard rate – no extra charge for this item.
24”- 36”	Per Stump	
36” – 48”	Per Stump	
48” – 72”	Per Stump	
72” +	Per Stump	
Stump hole filling (process and material.)	Cubic Yard of Fill	
Hanging Tree Limb Removal (2” or greater in diameter)	Per Tree	

Remove Hazardous Trees with attached stumps if root balls are exposed more than 50%. All debris is to then be considered as normal debris. Screening for Animal Carcasses, HW and HHW, Infectious Waste and CBRN Waste shall be performed during the removal process.		
0” – 12” diameter (no per tree removal cost is applicable. Treat the debris as normal Vegetative Debris)	Not applicable	As Per Vegetative Debris cubic yard rate
13” to 24” diameter	Per Tree	
25” to 48” diameter	Per Tree	
49” to 72” diameter	Per Tree	
> 72” diameter	Per Tree	
Flush cut Hazardous Trees with root balls exposed less than 50%. All debris is to then be considered as normal debris. Screening for Animal Carcasses, HW and HHW, Infectious Waste and CBRN Waste shall be performed during the removal process.		
0” – 12” diameter (no per tree removal cost Is applicable. Treat the debris as normal Vegetative Debris)	Not applicable	As Per Vegetative Debris cubic yard rate
13” to 24” diameter	Per Tree	
25” to 48” diameter	Per Tree	
49” to 72” diameter	Per Tree	
> 72” diameter	Per Tree	
Demolition of Structures. Screening for Animal Carcasses, HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process.	Square Foot of structure	
Animal Carcass Removal and Disposal	Carcass	
Hazardous Waste and Household Hazardous Waste Collection, Clean-up and Disposal		
	Per 5 gallon	
	Per Cubic Yard	

Infectious Waste Clean-up and Disposal		
	Per 5 gallon	
	Per Cubic Yard	
CBRN Waste Clean-up and Disposal		
	Per 5 gallon	
	Per Cubic Yard	
Debris removal from canals. Screening for Animal Carcasses HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process.	Cost per cubic yard	

CONSOLIDATED ALL INCLUSIVE SERVICES		
DESCRIPTION OF SERVICE	**UNIT OF MEASURE**	**UNIT PRICE**
Consolidated Service # 1 - As directed by the City as to location of work area, disaster assistance funding and as otherwise specified in the RFP document:		
• The Contractor shall collect and haul vegetative debris and Animal Carca**sses** to DMS, reduce or otherwise process debris, haul debris to final disposal and dispose of debris in the Contractors final disposal location. Screening for HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process. • The Contractor shall extract and provide any necessary extraordinary transport for all hazardous uprooted stumps inclusive of stump hole filling. (Inclusive of debris removal as described herein.) • The Contractor shall remove all hanging tree limbs (2" or greater in diameter) from trees. Inclusive of debris removal as described herein. (Inclusive of debris removal as described herein.) • The Contractor shall remove all hazardous trees. Stumps with root balls exposed more than 50% as associated with these hazardous trees shall also be removed. (Inclusive of debris removal as described herein.) • The Contractor's service shall include all related expenses including, but not limited to, contract administration, technical assistance to the City, personnel training and certification, (DMS) management, services for security, safety and traffic management, and associated actions necessary for implementation of debris management operations by the Contractor as defined in the agreement.	Per Cubic Yard of debris generated from all delineated activities and delivered to the DMS.	
• As a component of Consolidated Service #1, the Contractor shall collect and haul all C&D debris and all white goods (including Freon processing) to DMS, process debris, haul debris to final disposal and dispose of debris in the Contractors final disposal location.	Per Cubic Yard of debris generated from all delineated activities and delivered to the DMS.	

• As a component of Consolidated Service #1, the Contractor shall also provide debris processing, (DMS) management, debris reduction, and debris haul out and disposal for vegetative debris, C&D debris, all white goods (including Freon processing) and Animal Carcasses delivered to the DMS by the City or other City authorized sources.	Per Cubic Yard of debris generated from all delineated activities and delivered to the DMS.	
Consolidated service # 2 - As directed by the City as to location of work area, disaster assistance funding and as otherwise specified in the RFP. document:		
• The Contractor shall collect and haul vegetative debris, C&D debris, animal carcasses and all white goods (including Freon processing), and Animal Carcasses directly to a final disposal location in Miami-Dade County, Florida, which shall be specified by the City. Tipping fee shall be a direct pass through expense to the City. Screening for HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process. • The Contractor shall extract and provide extraordinary transport for all hazardous uprooted stumps inclusive of stump hole filling. Inclusive of debris removal as described herein. • The Contractor shall remove all hanging tree limbs (2" or greater in diameter) from trees. Inclusive of debris removal as described herein. • The Contractor shall remove all hazardous trees. Stumps with root balls exposed more than 50% as associated with these hazardous trees shall also be removed. Inclusive of debris removal as described herein. • The Contractor's service shall include all related expenses including, but not limited to, contract administration, technical assistance to the City, personnel training and certification, safety and traffic management, and associated actions necessary for implementation of debris management operations by the Contractor as defined in the agreement.	Per Cubic Yard of debris generated from all delineated activities and delivered to the final disposal site.	

Consolidated service # 3a - As directed by the City as to location of work area, disaster assistance funding and as otherwise specified in the RFP document:		
The Contractor shall collect and haul all C&D debris, animal carcasses and all white goods (including Freon processing) to DMS, process debris, haul debris to final disposal and dispose of debris in the Contractors final disposal location.	Per Cubic Yard of debris generated from all delineated activities and delivered to the DMS.	
Consolidated service # 3b - As directed by the City as to location of work area, disaster assistance funding and as otherwise specified in the RFP document:		
The Contractor shall collect and haul all C&D debris, animal carcasses and all white goods (including Freon processing) to a final disposal location in Miami-Dade County, Florida, which shall be specified by the City. Tipping fee shall be a direct pass through expense to the City. Screening for HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process.	Per Cubic Yard of debris generated from all delineated activities and delivered to the final disposal site.	
Consolidated service # 4 - As directed by the City as to location of work area, disaster assistance funding and as otherwise specified in the RFP document:		
• The Contractor shall collect and haul vegetative debris (including stumps) and Animal Carcasses to DMS, reduce or otherwise process debris, haul debris to final disposal and dispose of debris in the Contractors final disposal location. Screening for HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process. • The Contractor's service shall include all related expenses including, but not limited to, contract administration, technical assistance to the City, personnel training and certification, (DMS) management, services for security, safety and traffic management, and associated actions necessary for implementation of debris management operations by the Contractor as defined in the agreement.	Per Cubic Yard of debris generated from all delineated activities and delivered to the DMS.	

ADDITIONAL SERVICES		
	UNIT OF MEASURE	**UNIT PRICE**
Abandoned Vehicle* Removal and disposal (FROM LAND) (including towing and processing). Screening for Animal Carcasses HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process. *** Boat trailer or open trailer; Box trailer; RV or BUS**	Vehicle	
Abandoned Vehicle Removal and disposal (FROM WATER) (including towing and processing). Screening for Animal Carcasses HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process. *** Boat trailer or open trailer; Box trailer; RV or**	Vehicle	
Boat removal, processing and disposal FROM LAND. Screening for Animal Carcasses HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process.	Cost per lineal foot	
AS#5) Boat removal, processing and disposal FROM WATER. Screening for Animal Carcasses HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process.	Cost per lineal foot	
Fire Suppression Support.	Per Vehicle	
Emergency potable water.	Cost per gallon	
Emergency delivery of ice.	Per Pound	
Temporary bathrooms, showers, kitchens and feeding locations.	50 person unit for one day	
	100 person unit for one day	
Temporary satellite communications.	Per Phone/day	
Provide labor and machinery for pumping and water relocation/removal for flood control. **Pump capacity of 110 gallons per minute with a 4" discharge.**	Per pump/hour	
Hose for pump operation.	Per 100 foot of hose.	
Sewer, culvert and catch basin cleaning.	Per structure	
Decontamination of buildings and facilities.	Per square foot of affected facility.	
Mold remediation.	Per square foot of affected facility.	
Modular Units for Continuity of Operations	Per Unit / Per Day	

Emergency power generation.								
				Amps at different available 3 ph, 4 wire voltages			**UNIT OF MEASURE**	**UNIT PRICE**
KW	KVA	Fuel Capacity	Run time	120/240v	120/208v	277/480v	Per Generator	
100	125	196 gal	26 hrs	301 Amps	347 Amps	150 Amps	Per Generator	
175	219	350 gal	28 hrs	527Amps	608 Amps	264 Amps	Per Generator	
240	300	379 gal	23 hrs	723 Amps	834 Amps	361 Amps	Per Generator	
320	400	479 gal	23 hrs	963 Amps	1112 Amps	482 Amps	Per Generator	

SECTION 9

Request for Proposal (RFP) No. 2018-009

9.0: BID BOND FORM

9.1: Bid Bond Form - Proposer shall complete and submit the Bid Bond Form in accordance with Section 1.17.

BID BOND

STATE OF FLORIDA }
COUNTY OF MIAMI DADE }SS.
CITY OF CORAL GABLES }

KNOWN ALL MEN BY THESE PRESENTS, That we as Principal, and _____, as Surety, are held and firmly bonded unto the City of Coral Gables as Owner in the penal sum of Dollars ($_____), lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal has submitted to the City of Coral Gables the accompanying Bid, signed _____,and dated _____, 20_____, for

DISASTER DEBRIS REMOVAL SERVICES - RFP 2018-009

CORAL GABLES, FLORIDA

in accordance with the Scope of Services/Work therefore, the call for Bids or–Proposals, and the Instructions to Proposers, all of which are made a part hereof by reference as if fully set forth herein.

NOW, THEREFORE,

(a) If the Principal shall not withdraw said bid within thirty (30) days after date of opening of the same, and shall within ten (10) days after written notice being given by the City Manager or his designee, of the award of the contract, enter into a written contract with the City, in accordance with the bid as accepted, and give bond with good and sufficient surety or sureties, as may be required for the faithful performance and proper fulfillment of such contract,

(b) in the event of the withdrawal of said bid or proposal within the period specified, or the failure to enter into such contract and give such bond within the time specified, if the Principal shall pay the City the difference between the amount specified in said bid or proposal and the amount for which the City may procure the required work and/or supplies, if the latter amount be in excess of the former, the above obligation shall be void and of no effect, otherwise to remain in full force and effect.

BID BOND

IN WITNESS HEREOF, the above bounded parties have executed this instrument under their several seals this _____ day of _____, A.D., 20_____, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

WITNESS

(If Sole Ownership or Partnership,
Two (2) Witnesses Required.
If Corporation, Secretary Only
will attest and affix seal).

(1) _____

(2) _____

PRINCIPAL

_____
Name of Firm

_____ (SEAL)
Signature of Authorized Officer

_____
Title

_____
Business Address

_____
City, State

WITNESS:

(1) _____

(2) _____

SURETY:

_____
Corporate Surety

_____ (SEAL)
Attorney-In-Fact

_____
Business Address

_____
City, State

_____
Name of Local Agency

SECTION 10

Request for Proposal (RFP) No. 2018-009

10.0: PROPOSER'S AFFIDAVIT INCLUDING SCHEDULES A THROUGH L

10.1: Proposer's Affidavit along with Schedules A through L as follows:

A - Certificate of Proposer
B - Non Collusion Affidavit and Contingent Fee Affidavit
C - Drug Free Statement
D - Proposer's Qualification Statement
E - Code of Ethics, Conflict of Interest, Cone of Silence
F - Americans with Disabilities Act (ADA)
G - Public Entity Crimes
H - Acknowledgement of Addenda
I - Appendix A, 44 C.F.R. Part 18-Certification Regarding Lobbying
J – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
K – Federal Grant Funding Certification
L – Work Hours & Safety Certification

PROPOSER'S AFFIDAVIT

SUBMITTED TO: City of Coral Gables
Procurement Division
2800 SW 72 Avenue
Miami, Florida 33155

The undersigned acknowledges and understands the information contained in response to this RFP Schedules A through L shall be relied upon by Owner awarding the contract and such information is warranted by Proposer to be true and correct. The discovery of any omission or misstatements that materially affects the Proposer to perform under the contract shall be cause for the City to reject the solicitation submittal, and if necessary, terminate the award and/or contract. I further certify that the undersigned name(s) and official signatures of those persons are authorized as *(Owner, Partner, Officer, Representative or Agent of the Proposer that has submitted the attached Response).* Schedules A through L are subject to Local, State and Federal laws (as applicable); both criminal and civil.

- SCHEDULE A – CERTIFICATE OF PROPOSER
- SCHEDULE B – NON-COLLUSION AND CONTINGENT FEE AFFIDAVIT
- SCHEDULE C – DRUG-FREE STATEMENT
- SCHEDULE D – PROPOSER'S QUALIFICATION STATEMENT
- SCHEDULE E – CODE OF ETHICS, CONFLICT OF INTEREST, AND CONE OF SILENCE
- SCHEDULE F – AMERICANS WITH DISABILITIES ACT (ADA)
- SCHEDULE G – PUBLIC ENTITY CRIMES
- SCHEDULE H – ACKNOWLEDGEMENT OF ADDENDA
- SCHEDULE I – APPENDIX A, 44 C.F.R. PART 18-CERTIFICATION REGARDING LOBBYING
- SCHEDULE J –CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
- SCHEDULE K – FEDERAL GRANT FUNDING SPECIAL PROPOSAL CONDITIONS
- SCHEDULE L – WORK HOURS & SAFETY CERTIFICATION

This affidavit is to be furnished to the City of Coral Gables with its RFP response. It is to be filled in, executed by the Proposer and notarized. If the Response is made by a Corporation, then it should be executed by its Chief Officer. This document MUST be submitted with the Response.

_____ _____

Authorized Name and Signature *Title* *Date*

STATE OF _____

COUNTY OF _____

On this _____day of _____, 20____, before me the undersigned Notary Public of the State of _____, personally appeared _____
(Name(s) of individual(s) who appeared before Notary

And whose name(s) is/are subscribes to within the instrument(s), and acknowledges it's execution.

_____
NOTARY PUBLIC, STATE OF _____

_____
(Name of notary Public; Print, Stamp or
Type as Commissioned.)

NOTARY PUBLIC
SEAL OF OFFICE:

Personally know to me, or Produced
Identification:

_____
(Type of Identification Produced)

SCHEDULE "A" - CITY OF CORAL GABLES - CERTIFICATE OF PROPOSER

Neither I, nor the firm, hereby represent has:

a. employed or retained for a commission, percentage brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the Proposer) to solicit or secure this contract.

b. agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out the contract, or

c. paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the Proposer) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the contract except as here expressly stated (if any):

SCHEDULE "B" - CITY OF CORAL GABLES - NON-COLLUSION AND CONTINGENT FEE AFFIDAVIT

1. He/she is the _____
(*Owner, Partner, Officer, Representative or Agent)*

   of the Proposer that has submitted the attached Response.

2. He/she is fully informed with respect to the preparation and contents of the attached Response and of all pertinent circumstances respecting such Response;

3. Said Response is made without any connection or common interest in the profits with any other persons making any Response to this solicitation. Said Response is on our part in all respects fair and without collusion or fraud. No head of any department, any employee or any officer of the City of Coral Gables is directly or indirectly interested therein. If any relatives of Proposer's officers or employees are employed by the City, indicate name and relationship below.

   Name:_____ Relationship:_____

   Name:_____ Relationship:_____

4. No lobbyist or other Proposer is to be paid on a contingent or percentage fee basis in connection with the award of this Contract.

SCHEDULE "C" CITY OF CORAL GABLES - VENDOR DRUG-FREE STATEMENT

Preference may be given to vendors submitting a certification with their bid/proposal certifying they have a drug- free workplace in accordance with Section 287.087, Florida Statutes. This requirement affects all public entities of the State and becomes effective January 1, 1991. The special condition is as follows:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under solicitation a copy of the statement specified in subsection (1).

4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under solicitation, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section. As the person authorized to sign the statement, I certify that this form complies fully with the above requirements.

The company submitting this solicitation has established a Drug Free work place program in accordance with Sate Statute 287.087

SCHEDULE "D" CITY OF CORAL GABLES – PROPOSER'S QUALIFICATION STATEMENT

The undersigned declares the truth and correctness of all statements and all answers to questions made hereinafter:

Company Name:_____

Address:_____
Street City State Zip Code

Telephone No: (___)_____ Fax No: (___)_____ Email: _____

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

If Proposer is operating under Fictitious Name, submit evidence of compliance with Florida Fictitious Name Statue:

_____

Under what former names has your business operated? : _____

At what address was that business located? _____

Are You Certified? Yes_____ No_____ If Yes, **ATTACH COPY** of Certification.
Are You Licensed? Yes_____ No_____ If Yes, **ATTACH COPY** of License

Has your company or its senior officers ever declared bankruptcy?

Yes_____No_____ If yes, explain:_____

_____

Please identify each incident within the last five (5) years where (a) a civil, criminal, administrative, other similar proceeding was filed or is pending, if such proceeding arises from or is a dispute concerning the Proposer's rights, remedies or duties under a contract for the same or similar type services to be provided under this RFP:

_____

_____

_____

_____

Have you ever been debarred or suspended from doing business with any government entity?

Yes ___ No ___ If Yes, explain _____

SCHEDULE "E" CITY OF CORAL GABLES – CODE OF ETHICS, CONFLICT OF INTEREST, AND CONE OF SILENCE

THESE SECTIONS OF THE CITY CODE CAN BE FOUND ON THE CITY'S WEBSITE, UNDER GOVERNMENT, CITY DEPARTMENT, PROCUREMENT, PROCUREMENT CODE (CITY CODE CHAPTER 2 ARTICLE VIII); SEC 2-1023; SEC 2-606; AND SEC 2-1027, RESPECTIVELY.

IT IS HEREBY ACKNOWLEDGED THAT THE ABOVE NOTED SECTIONS OF THE CITY OF CORAL GABLES CITY CODE ARE TO BE ADHERED TO PURSUANT TO THIS SOLICITATION.

SCHEDULE "F" CITY OF CORAL GABLES - AMERICANS WITH DISABILITIES ACT (ADA)

DISABILITY NONDISCRIMINATION STATEMENT

I understand that the above named firm, corporation or organization is in compliance with and agreed to continue to comply with, and assure that any sub-contractor, or third party contractor under this project complies with all applicable requirements of the laws listed below including, but not limited to, those provisions pertaining to employment, provision of programs and service, transportation, communications, access to facilities, renovations, and new construction.

The American with Disabilities Act of 1990 (ADA), Pub. L. 101-336, 104 Stat 327, 42 U.S.C. 12101,12213 and 47 U.S.C. Sections 225 and 661 including Title I, Employment; Title 11, Public Services; Title III, Public Accommodations and Services Operated by Private Entities; Title IV, Telecommunications; and Title V, Miscellaneous Provisions.

The Florida Americans with Disabilities Accessibility Implementation Act of 1993, Sections 5553.501-553.513, Florida Statutes

The Rehabilitation Act of 1973, 229 U.S.C. Section 794

The Federal Transit Act, as amended, 49 U.S.C. Section 1612

The Fair Housing Act as amended, 42 U.S.C. Section 3601-3631

SCHEDULE "G" CITY OF CORAL GABLES - STATEMENT PURSUANT TO SECTION 287.133 (3) (a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

1. I understand that a "public entity crime" as define in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any Proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

2. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

3. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), **Florida Statutes**, means:

1. A predecessor or successor of a person convicted of a public entity crime; or 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

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

5. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **[indicate which statement applies.]**

____Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

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

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

[*attach a copy of the final order*]

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

SCHEDULE "H" CITY OF CORAL GABLES - ACKNOWLEDGEMENT OF ADDENDA

1. The undersigned agrees, if this RFP is accepted, to enter in a Contract with the CITY to perform and furnish all work as specified or indicated in the RFP and Contract Documents within the Contract time indicated in the RFP and in accordance with the other terms and conditions of the solicitation and contract documents.

2. Acknowledgement is hereby made of the following Addenda, if any (identified by number) received since issuance of the Request for Proposal.

Addendum No._____Date_____ Addendum No._____Date_____

Addendum No._____Date_____ Addendum No._____Date_____

Addendum No._____Date_____ Addendum No._____Date_____

SCHEDULE "I" - APPENDIX A, 44 C.F.R. PART 18-CERTIFICATION REGARDING LOBBYING

LOBBYING - 31 U.S.C. 1352, as amended

APPENDIX A, 44 CFR 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 [Professional] certifies, to the best of his or her knowledge and belief, 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 Professional, _____, 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. A 3801, *et seq., apply* to this certification and disclosure, if any.

_____ Signature of Professional's Authorized Official

_____ Name and Title of Professional's Authorized Official

_____ Date

SCHEDULE "J" – CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

Government Debarment & Suspension

Instructions

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out in accordance with these instructions.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person(s) to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, at 2 C.F.R. Parts 180 and 417. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the System for Award Management (SAM) database.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph (5) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension,
Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552(a), as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 C.F.R.
§§ 180.300, 180.355, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880.

[READ INSTRUCTIONS ON PREVIOUS PAGE BEFORE COMPLETING CERTIFICATION]

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal

_____
Printed Name and Title of Authorized Representative

_____ _____
Signature Date

SCHEDULE "K" FEDERAL GRANT FUNDING SPECIAL PROPOSAL CONDITIONS

This procurement is fully or partially Federally Grant funded. Proposer certifies that it shall comply with the applicable clauses as enumerated below.

1. **Drug Free Workplace Requirements:** Drug-free workplace requirements in accordance with Drug Free Workplace Act of 1988 (Pub l 100-690, Title V, Subtitle D) All proposers entering into Federal funded contracts over $100,000 must comply with Federal Drug Free workplace requirements as Drug Free Workplace Act of 1988.

2. **Proposer Compliance**: The proposer shall comply with all uniform administrative requirements, cost principles, and audit requirements for federal awards.

3. **Conflict of Interest**: The proposer must disclose in writing any potential conflict of interest to the city or pass-through entity in accordance with applicable Federal policy.

4. **Mandatory Disclosures**: The proposer must disclose in writing all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award.

5. **Utilization of Minority and Women Firms (M/WBE):** The proposer must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible, in accordance with 2CFR 200.321. If subcontracts are to be let, prime proposer will require compliance by all sub-contractor. Prior to contract award, the proposer shall document efforts (see Attachment B) to utilize M/WBE firms including what firms were solicited as suppliers and/or subcontractor as applicable and submit this information with their bid submittal. Information regarding certified M/WBE firms can be obtained from:

   Florida Department of Management Services (Office of Supplier Diversity)
   Florida Department of Transportation
   Minority Business Development Center in most large cities and
   Local Government M/DBE programs in many large counties and cities

6. **Equal Employment Opportunity/Nondiscrimination**: (As per Executive Order 11246) The proposer may not discriminate against any employee or applicant for employment because of age, race, color, creed, sex, disability or national origin. The proposer agrees to take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their age, race, color, creed, sex, disability or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training including apprenticeship.

7. **Davis-Bacon Act:** If applicable to this contract, the proposer agrees to comply with all provisions of the Davis Bacon Act as amended (40 U.S.C. 3141-3148). Proposers are required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, proposers must be required to pay wages not less than once a week. If the grant award contains Davis Bacon provisions, the City will place a copy of the current prevailing wage determination issued by the Department of Labor in the solicitation document. The decision to award a contract shall be conditioned upon the acceptance of the wage determination.

8. **Copeland Anti Kick Back Act:** If applicable to this contract, proposers shall comply with all the requirements of 18 U.S.C. § 874, 40 U.S.C. § 3145, 29 CFR Part 3 which are incorporated by reference to this contract. Proposers are prohibited from inducing by any means any person employed in the construction, completion or repair of public work to give up any part of the compensation to which he or she is otherwise entitled.

9. **Contract Work Hours and Safety Standards Act** (40 U.S.C. 3701–3708): Where applicable, all contracts awarded in excess of $100,000 that involve the employment of mechanics or laborers must be in compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each proposer is required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

10. **Clean Air Act (42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387):** as amended—The Proposer agrees to 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). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

11. **Debarment and Suspension** (Executive Orders 12549 and 12689): A contract award (see 2 CFR 180.220 and 2 CFR pt. 300) must not be made to parties listed on the government wide exclusions 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. SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. The proposer shall certify compliance. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions and subcontracts.

12. **Byrd Anti-Lobbying Amendment** (31 U.S.C. 1352): Proposers that apply or bid for an award exceeding $100,000 must file the required certification. Each tier certifies to the tier above 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. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. The proposer shall certify compliance.

13. **Rights to Inventions Made Under a Contract or Agreement**: If the Federal award meets the definition of ''funding agreement'' under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that ''funding agreement,'' the recipient or subrecipient must comply with the requirements of 37 CFR Part 401,''Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,'' and any implementing regulations issued by the awarding agency.

14. **Procurement of Recovered Materials**: Proposers must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

15. **Access to Records and Reports:**
Proposer will make available to the City's granting agency, the granting agency's Office of Inspector General, the Government Accountability Office, the Comptroller General of the United States, Okaloosa City, Okaloosa City Clerk of Court's Inspector General, or any of their duly authorized representatives any books, documents, papers or other records, including electronic records, of the proposer that are pertinent to the City's grant award, in order to make audits, investigations, examinations, excerpts, transcripts, and copies of such documents. The right also includes timely and reasonable access to the proposer's personnel during normal business hours for the purpose of interview and discussion related to such documents. This right of access shall continue as long as records are retained.

16. **Record Retention:**
Proposer will retain of all required records pertinent to this contract for a period of three years, beginning on a date as described in 2 C.F.R. §200.333 and retained in compliance with 2 C.F.R. §200.333.

17. **Federal Changes:** Proposer shall comply with all applicable Federal agency regulations, policies, procedures and directives, including without limitation those listed directly or by reference, as they may be amended or promulgated from time to time during the term of the contract.

18. **Termination for Default (Breach or Cause):** If a contract is entered into, the Proposer acknowledges that if it fails to perform in the manner called for in the contract, or if the Proposer fails to comply with any other provisions of the contract, the City may terminate the contract for default. Termination shall be effected by serving a notice of termination on the proposer setting forth the manner in which the Proposer is in default. The proposer will only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner of performance set forth in the contract.

19. **Safeguarding Personal Identifiable Information:** Proposer will take reasonable measures to safeguard protected personally identifiable information and other information designated as sensitive by the awarding agency or is considered sensitive consistent with applicable Federal, state and/or local laws regarding privacy and obligations of confidentiality.

20. **Prohibition on utilization of cost plus a percentage of cost contracts**: The City will not award contracts containing Federal funding on a cost plus percentage of cost basis.

21. **Energy Policy and Conservation Act (43 U.S.C.§6201):** All contracts except micro-purchases ($3000 or less, except for construction contracts over $2000). Contracts shall comply with mandatory standards and policies relating to energy efficiency, stating in the state energy conservation plan issued in compliance with the Energy Policy and Conservation act. (Pub. L. 94-163, 89 Stat. 871) [53 FR 8078, 8087, Mar. 11, 1988, as amended at 60 FR 19639, 19645, Apr. 19, 1995].

As the person authorized to sign this statement, I certify that this company complies/will comply fully with the above applicable requirements. I further certify that any subcontractor will also be required to comply with the requirements above.

DATE_____ SIGNATURE_____

COMPANY:_____ NAME:_____

ADDRESS_____ TITLE: _____

_____

_____

E-MAIL: _____

PHONE NO_____

SCHEDULE "L" - CONTRACTOR CERTIFICATION WORK HOURS AND SAFETY STANDARDS ADDENDUM

This certification is incorporated as part of the contract for Disaster Debris Removal Services.

The Contractor acknowledges and certifies that in accordance with the mandatory requirement that this provision be set forth in all FEMA related contracts, that it shall comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5).

Under 40 U.S.C. s. 3702, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week.

The requirements of 40 U.S.C. s. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchase of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

More particularly, as set forth in 29 CFR s.5.5(b) which provides the required contract clauses:

(1) *Overtime requirements.* No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

(2) *Violation; liability for unpaid wages; liquidated damages.* In the event of any violation of the clause set forth in paragraph (b)(1) of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (b)(1) of this section, in the sum of $25 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (b)(1) of this section.

(3) *Withholding for unpaid wages and liquidated damages.* The (write in the name of the Federal agency or the loan or grant recipient) shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (b)(2) of this section.

(4) *Subcontracts.* The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraphs (1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this section.

_____, hereby certifies that it shall adhere to the Work Hours and Safety Standards regulations throughout the duration of this Contract as set forth above.

_____

Contractor Signature

Date: _____

SECTION 11

Request for Proposal (RFP) No. 2018-009

11.0: FEMA STUMP CONVERSION TABLE

APPENDIX E: STUMP CONVERSION TABLE

Diameter to Volume Capacity

FEMA quantifies the amount of cubic yards of debris for each size of stump based on the following formula:

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

0.7854 is one-fourth Pi and is a constant.
46,656 is used to convert cubic inches to cubic yards and is a constant.

The formula used to calculate the cubic yardage used the following factors, based upon findings in the field:

- Stump diameter measured 2 feet up from the ground
- Stump diameter to root-ball diameter ratio of 1:3.6
- Root-ball height of 31 inches

Stump Diameter (Inches)	Debris Volume (Cubic Yards)	Stump Diameter (Inches)	Debris Volume (Cubic Yards)
6	0.3	46	15.2
7	0.4	47	15.8
8	0.5	48	16.5
9	0.6	49	17.2
10	0.7	50	17.9
11	0.9	51	18.6
12	1	52	19.4
13	1.2	53	20.1
14	1.4	54	20.9
15	1.6	55	21.7
16	1.8	56	22.5
17	2.1	57	23.3
18	2.3	58	24.1
19	2.6	59	24.9
20	2.9	60	25.8
21	3.2	61	26.7
22	3.5	62	27.6
23	3.8	63	28.4
24	4.1	64	29.4

Stump Diameter (Inches)	Debris Volume (Cubic Yards)	Stump Diameter (Inches)	Debris Volume (Cubic Yards)
25	4.5	65	30.3
26	4.8	66	31.2
27	5.2	67	32.2
28	5.6	68	33.1
29	6	69	34.1
30	6.5	70	35.1
31	6.9	71	36.1
32	7.3	72	37.2
33	7.8	73	38.2
34	8.3	74	39.2
35	8.8	75	40.3
36	9.3	76	41.4
37	9.8	77	42.5
38	10.3	78	43.6
39	10.9	79	44.7
40	11.5	80	45.9
41	12	81	47
42	12.6	82	48.2
43	13.3	83	49.4
44	13.9	84	50.6
45	14.5		

SECTION 12

Request for Proposal (RFP) No. 2018-009

12.0: STANDARDIZED DEBRIS TRUCK PLACARD

All written entries on the placard must be in heavy black, water proof ink, and must be at least 3" high. Placards must be adhered to the side of the vehicle on the body of the truck box at eye level or higher. Entries should be clearly visible from a distance of 30 feet.

City of Coral Gables

Name of Contracting Jurisdiction or Organization

Prime Contractor

Name of Prime Contractor

Truck Operator

Name of Truck Owner/Operator

#115

Vehicle Number

40

Truck Volume (cubic feet)

10/15/07

Truck Certification Date

SECTION 13

Request for Proposal (RFP) No. 2018-009

13.0: PROFESSIONAL SERVICES AGREEMENT (DRAFT)

13.1 The enclosed agreement is a draft for your review. You are not required to fill out and submit the agreement at time of response submittal.

PLEASE REFER TO **APPENDIX A** IN PUBLICPURCHASE TO VIEW AND DOWNLOAD A COPY OF THE PROFESSIONAL SERVICES AGREEMENT.

SECTION 14

Request for Proposal (RFP) No. 2018-009

14.0: TITLE 2 C.F.R. § 200.317 TO 200.326 AND APPENDIX II TO PART 200

14.1 Please refer to the enclosed copy of **Title 2 C.F.R. § 200.317 to 200.326 and Appendix II to Part 200 – Contract Provisions for non-Federal Entity Contracts Under Federal Awards.**

PLEASE REFER TO **APPENDIX B** IN PUBLICPURCHASE TO VIEW AND DOWNLOAD A COPY OF TITLE 2 C.F.R. § 200.317 TO 200.326 AND APPENDIX II TO PART 200.

APPENDIX B

TITLE 2 C.F.R. § 200.317 TO 200.326

AND

APPENDIX II TO PART 200

ELECTRONIC CODE OF FEDERAL REGULATIONS

e-CFR data is current as of December 31, 2017

Title 2 → Subtitle A → Chapter II → Part 200 → Subpart D → Subject Group

Title 2: Grants and Agreements
PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS
Subpart D—Post Federal Award Requirements

PROCUREMENT STANDARDS

§200.317 Procurements by states.

When procuring property and services under a Federal award, a state must follow the same policies and procedures it uses for procurements from its non-Federal funds. The state will comply with §200.322 Procurement of recovered *materials* and ensure that every purchase order or other contract includes any clauses required by section §200.326 Contract provisions. All other non-Federal entities, including subrecipients of a state, will follow §§200.318 General procurement standards through 200.326 Contract provisions.

§200.318 General procurement standards.

(a) The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this part.

(b) Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

(c)(1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

(2) If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

(d) The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

(e) To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.

(f) The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

(g) The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

(h) The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as

contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also §200.213 Suspension and debarment.

(i) The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(j)(1) The non-Federal entity may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to a non-Federal entity is the sum of:

(i) The actual cost of materials; and

(ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

(2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

(k) The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014; 80 FR 43309, July 22, 2015]

§200.319 Competition.

(a) All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

(1) Placing unreasonable requirements on firms in order for them to qualify to do business;

(2) Requiring unnecessary experience and excessive bonding;

(3) Noncompetitive pricing practices between firms or between affiliated companies;

(4) Noncompetitive contracts to consultants that are on retainer contracts;

(5) Organizational conflicts of interest;

(6) Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and

(7) Any arbitrary action in the procurement process.

(b) The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

(c) The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

(1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

(2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

(d) The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]

§200.320 Methods of procurement to be followed.

The non-Federal entity must use one of the following methods of procurement.

(a) Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (§200.67 Micro-purchase). To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.

(b) Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

(c) Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.

(1) In order for sealed bidding to be feasible, the following conditions should be present:

(i) A complete, adequate, and realistic specification or purchase description is available;

(ii) Two or more responsible bidders are willing and able to compete effectively for the business; and

(iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(2) If sealed bids are used, the following requirements apply:

(i) Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;

(ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

(iii) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;

(iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

(v) Any or all bids may be rejected if there is a sound documented reason.

(d) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

(1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;

(2) Proposals must be solicited from an adequate number of qualified sources;

(3) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;

(4) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

(5) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified

competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

(e) [Reserved]

(f) Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

(1) The item is available only from a single source;

(2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

(3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or

(4) After solicitation of a number of sources, competition is determined inadequate.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014; 80 FR 54409, Sept. 10, 2015]

§200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

(1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

(2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

(3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

(6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

§200.322 Procurement of recovered materials.

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]

§200.323 Contract cost and price.

(a) The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.

(b) The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

(c) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under Subpart E—Cost Principles of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.

(d) The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

§200.324 Federal awarding agency or pass-through entity review.

(a) The non-Federal entity must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

(b) The non-Federal entity must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

(1) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part;

(2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;

(3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a “brand name” product;

(4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or

(5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

(c) The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.

(1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third party contracts are awarded on a regular basis;

(2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

§200.325 Bonding requirements.

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

(a) A bid guarantee from each bidder equivalent to five percent of the bid price. The “bid guarantee” must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

(b) A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

(c) A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

§200.326 Contract provisions.

The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

Need assistance?

ELECTRONIC CODE OF FEDERAL REGULATIONS

e-CFR data is current as of December 31, 2017

Title 2 → Subtitle A → Chapter II → Part 200 → Subpart F → Appendix

Title 2: Grants and Agreements
PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS
Subpart F—Audit Requirements

APPENDIX II TO PART 200—CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold currently set at $150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of $10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of $2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of $150,000 must contain a provision that requires the non-Federal award to agree to 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). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions 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." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding $100,000 must file the required certification. Each tier certifies to the tier above 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. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) See §200.322 Procurement of recovered materials.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75888, Dec. 19, 2014]

Need assistance?

EXHIBIT E
PROFESSIONAL'S RESPONSE TO RFP

Proposal
in Response to

City of Coral Gables
RFP 2018-009
Disaster Debris Removal Services

2800 SW 72nd Avenue

Miami, Florida 33155

Contact Person: Dawn Brown
dawn.brown@ceresenv.com

April 5, 2018

6968 Professional Parkway East
Sarasota, Florida 34240
Tel. (800) 218-4424
Fax (866) 228-5636

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RFP 2018-009
Disaster Debris Removal Services

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CITY OF CORAL GABLES, FL

2800 SW 72nd Avenue, Miami, FL 33155
Finance Department / Procurement Division
Tel: 305-460-5102 / Fax: 305-261-1601

PROPOSER'S ACKNOWLEDGEMENT

RFP Title: **DISASTER DEBRIS REMOVAL SERVICES** **RFP No. 2018-009** A cone of silence is in effect with respect to this RFP. The Cone of Silence prohibits certain communication between potential vendors and the City. For further information, please refer to the City Code Section 2-1027 of the City of Coral Gables Procurement Code.	Sealed response submittals must be received prior to **2:00 p.m., Thursday, April 5, 2018**, by the Procurement Office, located at 2800 S.W. 72nd Avenue, Miami, FL 33155; and are to remain valid for 120 calendar days. Submittals received after the specified date and time will be returned unopened. Contact: Yusbel Gonzalez, CPPB Title: Procurement Specialist Telephone: 305-460-5107 Facsimile: 305-261-1601 Email:ygonzalez@coralgables.com / contracts@coralgables.com

Proposer Name: Ceres Environmental Services, Inc.	FEIN or SS Number: 41-1816075
Complete Mailing Address: 6968 Professional Parkway East Sarasota, Florida 34240	Telephone No.: (800) 218-4424 Cellular No.: (612) 578-0316
Indicate type of organization below: Corporation: X Partnership: __ Individual: __ Other:__	Fax No.: (866) 228-5636
Bid Bond / Security Bond (*if applicable*) 5 %	Email: dawn.brown@ceresenv.com

ATTENTION: THIS FORM ALONG WITH ALL REQUIRED RFP FORMS MUST BE COMPLETED, SIGNED (PREFERABLY IN BLUE INK), AND SUBMITTED WITH THE RESPONSE PRIOR TO THE SUBMITTAL DEADLINE. FAILURE TO DO SO MAY DEEM PROPOSER NON-RESPONSIVE.

THE PROPOSER CERTIFIES THAT THIS SUBMITTAL IS BASED UPON ALL CONDITIONS AS LISTED IN THE RFP DOCUMENTS AND THAT THE PROPOSER HAS MADE NO CHANGES IN THE RFP DOCUMENT AS RECEIVED. THE PROPOSER FURTHER AGREES IF THE RFP IS ACCEPTED, THE PROPOSER WILL EXECUTE AN APPROPRIATE AGREEMENT FOR THE PURPOSE OF ESTABLISHING A FORMAL CONTRACTUAL RELATIONSHIP BETWEEN THE PROPOSER AND THE CITY OF CORAL GABLES FOR THE PERFORMANCE OF ALL REQUIREMENTS TO WHICH THIS RFP PERTAINS. FURTHER, BY SIGNING BELOW PREFERABLY IN **BLUE INK,** ALL RFP PAGES ARE ACKNOWLEDGED AND ACCEPTED AS WELL AS ANY SPECIAL INSTRUCTION SHEET(S) IF APPLICABLE. THE UNDERSIGNED HEREBY DECLARES (OR CERTIFIES) ACKNOWLEDGEMENT OF THESE REQUIREMENTS AND THAT HE/SHE IS AUTHORIZED TO BIND PERFORMANCE OF THIS RFP FOR THE ABOVE PROPOSER.

Dawn Brown *Authorized Name and Signature*	Assistant Corporate Secretary *Title*	April 2, 2018 *Date*

SOLICITATION SUBMISSION CHECKLIST

Request for Proposals (RFP) No. 2018-009 Disaster Debris Removal Services

COMPANY NAME: (Please Print): Ceres Environmental Services, Inc.
Phone: (800) 218-4424 Email: dawn.brown@ceresenv.com

Please provide the PAGE NUMBER in the blanks provided as to where compliance information is located in your Submittal for each of the required submittal items listed below:

SUBMITTAL - SECTION I: TITLE PAGE, TABLE OF CONTENTS, REQUIRED FORMS, AND MINIMUM QUALIFICATION REQUIREMENTS.

1) Title Page: Show the RFP number and title, the name of your firm, address, telephone number, name of contact person, e-mail address, and date. i
2) Provide a Table of Contents in accordance with and in the same order as the respective "Sections" listed below. Clearly identify the material by section and page number. ii
3) Fill out, sign, and submit the Proposer's Acknowledgement Form. n/a (3rd document in Tab I)
4) Fill out and submit the Solicitation Submission Check List. n/a (4th document in Tab I)
5) Fill out, sign, notarize (as applicable), and submit the Proposer's Affidavit and Schedules A through L. n/a (5th document in Tab I)
6) Include a Bid Bond, in accordance with Section 1.17 of the RFP. n/a (6th document in Tab 1)
7) Minimum Qualification Requirements: submit detailed verifiable information affirmatively documenting compliance with the Minimum Qualifications Requirements shown in Section 3. I.7-1

SUBMITTAL - SECTION II: PROPOSER'S QUALIFICATIONS

(i) FOR PROPOSER:

1) Provide a complete history and description of your company, including, but not limited to, the number of years in business, size, number of employees, office location, copy of applicable licenses/certifications, credentials, capabilities and capacity to meet the City's needs. II.i.1-1

2) Describe the Proposer's relevant knowledge and experience in providing the services described in the "Scope of Services" to public sector agencies similar in size to the City of Coral Gables. Include information which addresses, but is not limited to the following:
   - establishing and operating multiple Debris Management Sites (DMS)
   - regulations affecting the removal, processing and disposal of mixed debris
   - filing and receiving federal and state reimbursements for disaster recovery work, including preparing ad submitting federal/state project work sheets
   - assessing, removing and disposing of specialty debris including hazardous materials, dead animals, hazardous stumps and submerged debris.
   - demolition of structures, and debris removal from private property (right-of-entry programs) and publicly owned property (other than rights-of-way)
   - assisting governmental entities in providing community relations including the company's ability to create audio/visual presentations and fact sheets.
   - Providing human support activities such as food, water and sanitation services

   II.i.2-1

3) Describe the Proposer's professional development program, including policy/procedures/measures in place ensuring all key personnel assigned to the City have continuing education and receive specialized training in the services solicited herein.. __II.i.3-1_____

4) The Proposer must not have a vested interest in a debris monitoring contract or contractor(s) with the City. Also, there must be no conflict of interest between the Proposer and a debris monitoring contractor(s). Proposer shall include a statement confirming the latter, including certification that neither Proposer nor any employee thereof, has a conflict of interest, either direct or indirect, in connection with the services sought herein pursuant to Federal and state law.____II.i.4-1_____

5) Provide financial statements, in a sealed envelope, for the last two (2) complete fiscal years. Such statements should include, at a minimum, balance sheets (statements of financial position) and statements of profit and loss (statement of net income). Statements shall be certified by an independent Certified Public Accountant. (NO PAGE NUMBER REQUIRED)

6) **Bonding Capacity.** Proposer shall provide a letter from a Surety firm affirming that Proposer has sufficient bonding capacity to provide performance and payment bonds in an amount not less than one hundred percent (100%) of the contract amount. The Surety firm shall be rated by an AM Best as to be no less than A- (Excellent). The statement of bonding capacity shall be directly form the Surety firm on its official letterhead and signed by an authorized agent of the firm. __n/a (last document in Section II.i)

(ii) FOR KEY PERSONNEL:

1) Provide a summary of the qualifications, copy of applicable licenses/certifications, and relevant experience of all proposed key personnel (i.e., Project Manager, Operations Manager, including sub-consultants). Include resumes (listing experience, education, licenses/certifications) and specify the role and responsibilities of each team member in providing the services outlined in the RFP. Documentation submitted must clearly demonstrate key personnel's knowledge, experience, and understanding of the types of services to be performed and of federal, state, and local laws and regulations governing this work.__II.ii.1-1_____

2) Provide an organizational chart of all key personnel that will be used. __II.ii.2-1_____

SUBMITTAL - SECTION III: PROJECT UNDERSTANDING, PROPOSED APPROACH, AND METHODOLOGY

1) Describe in detail, your approach to perform the services and tasks solicited herein. Include detailed information, as applicable, which addresses, but need not be limited to: understanding of the RFP scope and requirements, strategies for assuring assigned work is completed on time, communication with City staff, and how the Proposer intends to positively and innovatively work with the City in providing the services outlined in this RFP. ___III.1-1_____

2) Describe in detail Proposer's Mobilization/Operation Plan. The plan must include, but not be limited to the following:

    a. Proposer's mobilization/operation procedures following a disaster event.

    b. Breakdown of the time required to perform each task including guaranteed times to mobilize the Proposer's forces, to establish an onsite emergency response and communication center, to mobilize recovery equipment, to establish Debris Management Sites (DMS), and to mobilize subcontractors.

    c. Breakdown of the manpower (position titles and number of support personnel) and available equipment (type of loaders, aerial lifts and transport vehicles etc.) that will be assembled during each phase (Initial Deployment, Emergency Push/Road Clearance,

Debris Removal, Debris Management Sites (DMS) Operations including provisions for recycling debris, Demolition of Structures and Optional Services etc.).

d. Plan for Debris Management Sites (DMS) that describes the operations expected including materials handling, reduction, storage, recycling, equipment maintenance, etc. The plan must address any applicable State and Federal laws and regulations.
III.2-1

3) Indicate areas of the scope and percentage of work Proposer may subcontract and how it will ensure that only subcontractors approved by the City are utilized. Explain Proposer's processes for selecting and training subcontractors to manage disaster events.. III.3-1

4) Describe Proposer's "clean as you go" policy. III.4-1

5) Discuss Proposer's approach to:
   a. team work assignments, data management, and project tracking.
   b. supervising multiple clean-up crews, managing multiple tasks simultaneously and expeditiously, and resolving problems.
   c. ensuring the quality of the work being performed by its crews and subcontractors.
   III.5-1

6) Describe Proposer's database reporting system and capabilities, including the ability to capture data and provide electronic reports as required in the RFP. Attach sample reports, load tickets and vehicle placards used in the operation of debris removal activity. III.6-1

7) Provide current and projected workload for the Proposer and key personnel assigned to the City's account. Explain how this potential contract will fit into the Proposer's workload and how it plans to distribute resources and personnel, amongst its various clients, during a disaster event. For each current and projected engagement, please indicate the following:
   a. Client name
   b. Current and/or projected workload
   c. Estimated dollar amount and cubic yards of engagement
   d. Key personnel assigned
   III.7-1

8) Comprehensive description of the proposed quality control plan. This description should include, at a minimum, the Proposer's quality control organization, overview of tasks to be inspected, reports, and methods of inspections. III.8-1

9) Description of the Proposer's customer service plan to respond to City complaints. III.9-1

10) Explain how Proposer has complied with the public policies of the Federal Government. These include amongst other things, past and current compliance with:

    a. Equal opportunity and nondiscrimination laws as required in 41 C.F.R. Part 60-1.4(b)

    b. Affirmative steps described in 2 CFR § 200.321(b) for all subcontracting under contracts supported by FEMA financial assistance. Document Proposer's efforts to utilize M/WBE firms, including what firms were solicited as suppliers and/or subcontractors.
    III.10-1

SUBMITTAL – SECTION IV: PAST PERFORMANCE AND REFERENCES

1) Provide a minimum of three (3) references (but no more than five (5)) from public sector agencies, similar in size to the City of Coral Gables, for which Proposer has provided the services described in the RFP. Please include: (1) client name, (2) address, (3) contact name, (4) contact telephone number, (5) contact email address, (6) term of contract (start and end date), (7) total dollar value of the contract, (8) services provided, (9) agency's size (number of residents and square miles), (10) volume of debris managed and disposed. **DO NOT include work/services performed for the City of Coral Gables or City employees as reference.** IV.1-1

2) Provide a list with contact information of public sector clients, if any, that have discontinued use of Proposer's services within the past two (2) years and indicate the reasons for the same. The City reserves the right to contact any reference as part of the evaluation process. IV.2-1

SUBMITTAL – SECTION V: PRICE PROPOSAL

1) Provide pricing utilizing the Price Proposal form under Section 8. n/a (Tab V)

- - N O T I C E - -

BEFORE SUBMITTING YOUR RFP RESPONSE MAKE SURE YOU:

X 1. Carefully read and have a clear understanding of the RFP, including the Scope of Services and enclosed Professional Services Agreement (*draft*).

X 2. Carefully follow the Submission Requirements outlined in Section 6 of the RFP.

X 3. Prepare and submit ONE ORIGINAL RESPONSE and SEVEN (7) PHOTOCOPIES with ONE (1) digital copy on a CD or flash drive.

X 4. Clearly mark the following on the outside of your submittal package: RFP Number, RFP Title, Proposer's Name and Return Address, Submittal Deadline.

X 5. Make sure your Response is submitted prior to the submittal deadline. **Late responses will not be accepted.**

FAILURE TO SUBMIT THIS CHECKLIST AND THE REQUESTED DOCUMENTATION MAY RENDER YOUR RESPONSE SUBMITTAL NON-RESPONSIVE AND CONSTITUTE GROUNDS FOR REJECTION. THIS PAGE IS TO BE RETURNED WITH YOUR RESPONSE PACKAGE.

PROPOSER'S AFFIDAVIT

SUBMITTED TO: City of Coral Gables
Procurement Division
2800 SW 72 Avenue
Miami, Florida 33155

The undersigned acknowledges and understands the information contained in response to this RFP Schedules A through L shall be relied upon by Owner awarding the contract and such information is warranted by Proposer to be true and correct. The discovery of any omission or misstatements that materially affects the Proposer to perform under the contract shall be cause for the City to reject the solicitation submittal, and if necessary, terminate the award and/or contract. I further certify that the undersigned name(s) and official signatures of those persons are authorized as *(Owner, Partner, Officer, Representative or Agent of the Proposer that has submitted the attached Response).* Schedules A through L are subject to Local, State and Federal laws (as applicable); both criminal and civil.

- SCHEDULE A – CERTIFICATE OF PROPOSER
- SCHEDULE B – NON-COLLUSION AND CONTINGENT FEE AFFIDAVIT
- SCHEDULE C – DRUG-FREE STATEMENT
- SCHEDULE D – PROPOSER'S QUALIFICATION STATEMENT
- SCHEDULE E – CODE OF ETHICS, CONFLICT OF INTEREST, AND CONE OF SILENCE
- SCHEDULE F – AMERICANS WITH DISABILITIES ACT (ADA)
- SCHEDULE G – PUBLIC ENTITY CRIMES
- SCHEDULE H – ACKNOWLEDGEMENT OF ADDENDA
- SCHEDULE I – APPENDIX A, 44 C.F.R. PART 18-CERTIFICATION REGARDING LOBBYING
- SCHEDULE J –CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
- SCHEDULE K – FEDERAL GRANT FUNDING SPECIAL PROPOSAL CONDITIONS
- SCHEDULE L – WORK HOURS & SAFETY CERTIFICATION

This affidavit is to be furnished to the City of Coral Gables with its RFP response. It is to be filled in, executed by the Proposer and notarized. If the Response is made by a Corporation, then it should be executed by its Chief Officer. This document MUST be submitted with the Response.

Dawn Brown	Assistant Corporate Secretary	April 2, 2018
Authorized Name and Signature	*Title*	*Date*

STATE OF Minnesota

COUNTY OF Hennepin

On this 2nd day of April, 20 18, before me the undersigned Notary Public of the State of Minnesota, personally appeared Dawn Brown
(Name(s) of individual(s) who appeared before Notary

And whose name(s) is/are subscribes to within the instrument(s), and acknowledges it's execution.

NOTARY PUBLIC, STATE OF Minnesota

Ruth R. Epping
(Name of notary Public; Print, Stamp or Type as Commissioned.)

Ruth R. Epping
Notary Public
Minnesota
My Commission Expires January 31, 2020

NOTARY PUBLIC
SEAL OF OFFICE:

Personally know to me, or Produced Identification:

N/A
(Type of Identification Produced)

SCHEDULE "A" - CITY OF CORAL GABLES - CERTIFICATE OF PROPOSER

Neither I, nor the firm, hereby represent has:

a. employed or retained for a commission, percentage brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the Proposer) to solicit or secure this contract.

b. agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out the contract, or

c. paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the Proposer) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the contract except as here expressly stated (if any):

SCHEDULE "B" - CITY OF CORAL GABLES - NON-COLLUSION AND CONTINGENT FEE AFFIDAVIT

1. He/she is the Assistant Corporate Secretary
   (Owner, Partner, Officer, Representative or Agent)

   of the Proposer that has submitted the attached Response.

2. He/she is fully informed with respect to the preparation and contents of the attached Response and of all pertinent circumstances respecting such Response;

3. Said Response is made without any connection or common interest in the profits with any other persons making any Response to this solicitation. Said Response is on our part in all respects fair and without collusion or fraud. No head of any department, any employee or any officer of the City of Coral Gables is directly or indirectly interested therein. If any relatives of Proposer's officers or employees are employed by the City, indicate name and relationship below.

   Name: N/A Relationship: N/A

   Name: N/A Relationship: N/A

4. No lobbyist or other Proposer is to be paid on a contingent or percentage fee basis in connection with the award of this Contract.

SCHEDULE "C" CITY OF CORAL GABLES - VENDOR DRUG-FREE STATEMENT

Preference may be given to vendors submitting a certification with their bid/proposal certifying they have a drug- free workplace in accordance with Section 287.087, Florida Statutes. This requirement affects all public entities of the State and becomes effective January 1, 1991. The special condition is as follows:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under solicitation a copy of the statement specified in subsection (1).

4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under solicitation, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section. As the person authorized to sign the statement, I certify that this form complies fully with the above requirements.

The company submitting this solicitation has established a Drug Free work place program in accordance with Sate Statute 287.087

SCHEDULE "D" CITY OF CORAL GABLES – PROPOSER'S QUALIFICATION STATEMENT

The undersigned declares the truth and correctness of all statements and all answers to questions made hereinafter:

Company Name: Ceres Environmental Services, Inc.

Address: 6968 Professional Parkway East Sarasota Florida 34240
Street City State Zip Code

Telephone No: (800) 218-4424 Fax No: (866) 228-5636 Email: dawn.brown@ceresenv.com

How many years has your organization been in business under its present name? 23 Years

If Proposer is operating under Fictitious Name, submit evidence of compliance with Florida Fictitious Name Statue:

Not applicable

Under what former names has your business operated? : Ceres Tree Service

At what address was that business located? Minnesota

Are You Certified? Yes X No____ If Yes, **ATTACH COPY** of Certification.
Are You Licensed? Yes X No____ If Yes, **ATTACH COPY** of License

Has your company or its senior officers ever declared bankruptcy?

Yes____ No X If yes, explain: Not applicable

Please identify each incident within the last five (5) years where (a) a civil, criminal, administrative, other similar proceeding was filed or is pending, if such proceeding arises from or is a dispute concerning the Proposer's rights, remedies or duties under a contract for the same or similar type services to be provided under this RFP:

None.

Have you ever been debarred or suspended from doing business with any government entity?

Yes ____ No X If Yes, explain _____

SCHEDULE "E" CITY OF CORAL GABLES – CODE OF ETHICS, CONFLICT OF INTEREST, AND CONE OF SILENCE

THESE SECTIONS OF THE CITY CODE CAN BE FOUND ON THE CITY'S WEBSITE, UNDER GOVERNMENT, CITY DEPARTMENT, PROCUREMENT, PROCUREMENT CODE (CITY CODE CHAPTER 2 ARTICLE VIII); SEC 2-1023; SEC 2-606; AND SEC 2-1027, RESPECTIVELY.

IT IS HEREBY ACKNOWLEDGED THAT THE ABOVE NOTED SECTIONS OF THE CITY OF CORAL GABLES CITY CODE ARE TO BE ADHERED TO PURSUANT TO THIS SOLICITATION.

SCHEDULE "F" CITY OF CORAL GABLES - AMERICANS WITH DISABILITIES ACT (ADA)
DISABILITY NONDISCRIMINATION STATEMENT

I understand that the above named firm, corporation or organization is in compliance with and agreed to continue to comply with, and assure that any sub-contractor, or third party contractor under this project complies with all applicable requirements of the laws listed below including, but not limited to, those provisions pertaining to employment, provision of programs and service, transportation, communications, access to facilities, renovations, and new construction.

The American with Disabilities Act of 1990 (ADA), Pub. L. 101-336, 104 Stat 327, 42 U.S.C. 12101,12213 and 47 U.S.C. Sections 225 and 661 including Title I, Employment; Title 11, Public Services; Title III, Public Accommodations and Services Operated by Private Entities; Title IV, Telecommunications; and Title V, Miscellaneous Provisions.

The Florida Americans with Disabilities Accessibility Implementation Act of 1993, Sections 5553.501-553.513, Florida Statutes

The Rehabilitation Act of 1973, 229 U.S.C. Section 794

The Federal Transit Act, as amended, 49 U.S.C. Section 1612

The Fair Housing Act as amended, 42 U.S.C. Section 3601-3631

SCHEDULE "G" CITY OF CORAL GABLES - STATEMENT PURSUANT TO SECTION 287.133 (3) (a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

1. I understand that a "public entity crime" as define in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any Proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

2. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

3. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), **Florida Statutes**, means:

1. A predecessor or successor of a person convicted of a public entity crime; or 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

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

5. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **[indicate which statement applies.]**

__X__Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

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

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

[attach a copy of the final order]

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

SCHEDULE "H" CITY OF CORAL GABLES - ACKNOWLEDGEMENT OF ADDENDA

1. The undersigned agrees, if this RFP is accepted, to enter in a Contract with the CITY to perform and furnish all work as specified or indicated in the RFP and Contract Documents within the Contract time indicated in the RFP and in accordance with the other terms and conditions of the solicitation and contract documents.

2. Acknowledgement is hereby made of the following Addenda, if any (identified by number) received since issuance of the Request for Proposal.

Addendum No. 1 Date 03-22-18 Addendum No._____ Date_____

Addendum No. 2 Date 03-28-18 Addendum No._____ Date_____

Addendum No._____ Date_____ Addendum No._____ Date_____

SCHEDULE "I" - APPENDIX A, 44 C.F.R. PART 18-CERTIFICATION REGARDING LOBBYING

LOBBYING - 31 U.S.C. 1352, as amended

APPENDIX A, 44 CFR 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 [Professional] certifies, to the best of his or her knowledge and belief, 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 Professional, Ceres Environmental Services, Inc., 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. A 3801, *et seq., apply* to this certification and disclosure, if any.

Dawn Brown _____ Signature of Professional's Authorized Official

Dawn Brown, Assistant Corporate Secretary _____ Name and Title of Professional's Authorized Official

April 2, 2018 _____ Date

SCHEDULE "J" – CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

Government Debarment & Suspension

Instructions

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out in accordance with these instructions.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person(s) to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, at 2 C.F.R. Parts 180 and 417. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the System for Award Management (SAM) database.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph (5) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension,
Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552(a), as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 C.F.R.
§§ 180.300, 180.355, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880.

[READ INSTRUCTIONS ON PREVIOUS PAGE BEFORE COMPLETING CERTIFICATION]

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal

Dawn Brown, Assistant Corporate Secretary
Printed Name and Title of Authorized Representative

Dawn Brown
Signature

April 2, 2018
Date

SCHEDULE "K" FEDERAL GRANT FUNDING SPECIAL PROPOSAL CONDITIONS

This procurement is fully or partially Federally Grant funded. Proposer certifies that it shall comply with the applicable clauses as enumerated below.

1. **Drug Free Workplace Requirements:** Drug-free workplace requirements in accordance with Drug Free Workplace Act of 1988 (Pub I 100-690, Title V, Subtitle D) All proposers entering into Federal funded contracts over $100,000 must comply with Federal Drug Free workplace requirements as Drug Free Workplace Act of 1988.

2. **Proposer Compliance**: The proposer shall comply with all uniform administrative requirements, cost principles, and audit requirements for federal awards.

3. **Conflict of Interest**: The proposer must disclose in writing any potential conflict of interest to the city or pass-through entity in accordance with applicable Federal policy.

4. **Mandatory Disclosures**: The proposer must disclose in writing all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award.

5. **Utilization of Minority and Women Firms (M/WBE):** The proposer must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible, in accordance with 2CFR 200.321. If subcontracts are to be let, prime proposer will require compliance by all sub-contractor. Prior to contract award, the proposer shall document efforts (see Attachment B) to utilize M/WBE firms including what firms were solicited as suppliers and/or subcontractor as applicable and submit this information with their bid submittal. Information regarding certified M/WBE firms can be obtained from:

   Florida Department of Management Services (Office of Supplier Diversity)
   Florida Department of Transportation
   Minority Business Development Center in most large cities and
   Local Government M/DBE programs in many large counties and cities

6. **Equal Employment Opportunity/Nondiscrimination**: (As per Executive Order 11246) The proposer may not discriminate against any employee or applicant for employment because of age, race, color, creed, sex, disability or national origin. The proposer agrees to take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their age, race, color, creed, sex, disability or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training including apprenticeship.

7. **Davis-Bacon Act:** If applicable to this contract, the proposer agrees to comply with all provisions of the Davis Bacon Act as amended (40 U.S.C. 3141-3148). Proposers are required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, proposers must be required to pay wages not less than once a week. If the grant award contains Davis Bacon provisions, the City will place a copy of the current prevailing wage determination issued by the Department of Labor in the solicitation document. The decision to award a contract shall be conditioned upon the acceptance of the wage determination.

8. **Copeland Anti Kick Back Act:** If applicable to this contract, proposers shall comply with all the requirements of 18 U.S.C. § 874, 40 U.S.C. § 3145, 29 CFR Part 3 which are incorporated by reference to this contract. Proposers are prohibited from inducing by any means any person employed in the construction, completion or repair of public work to give up any part of the compensation to which he or she is otherwise entitled.

9. **Contract Work Hours and Safety Standards Act** (40 U.S.C. 3701–3708): Where applicable, all contracts awarded in excess of $100,000 that involve the employment of mechanics or laborers must be in compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each proposer is required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

10. **Clean Air Act (42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387):** as amended—The Proposer agrees to 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). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

11. **Debarment and Suspension** (Executive Orders 12549 and 12689): A contract award (see 2 CFR 180.220 and 2 CFR pt. 300) must not be made to parties listed on the government wide exclusions 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. SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. The proposer shall certify compliance. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions and subcontracts.

12. **Byrd Anti-Lobbying Amendment** (31 U.S.C. 1352): Proposers that apply or bid for an award exceeding $100,000 must file the required certification. Each tier certifies to the tier above 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. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. The proposer shall certify compliance.

13. **Rights to Inventions Made Under a Contract or Agreement**: If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401,"Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

14. **Procurement of Recovered Materials**: Proposers must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

15. **Access to Records and Reports:**
Proposer will make available to the City's granting agency, the granting agency's Office of Inspector General, the Government Accountability Office, the Comptroller General of the United States, Okaloosa City, Okaloosa City Clerk of Court's Inspector General, or any of their duly authorized representatives any books, documents, papers or other records, including electronic records, of the proposer that are pertinent to the City's grant award, in order to make audits, investigations, examinations, excerpts, transcripts, and copies of such documents. The right also includes timely and reasonable access to the proposer's personnel during normal business hours for the purpose of interview and discussion related to such documents. This right of access shall continue as long as records are retained.

16. **Record Retention:**
Proposer will retain of all required records pertinent to this contract for a period of three years, beginning on a date as described in 2 C.F.R. §200.333 and retained in compliance with 2 C.F.R. §200.333.

17. **Federal Changes:** Proposer shall comply with all applicable Federal agency regulations, policies, procedures and directives, including without limitation those listed directly or by reference, as they may be amended or promulgated from time to time during the term of the contract.

18. **Termination for Default (Breach or Cause):** If a contract is entered into, the Proposer acknowledges that if it fails to perform in the manner called for in the contract, or if the Proposer fails to comply with any other provisions of the contract, the City may terminate the contract for default. Termination shall be effected by serving a notice of termination on the proposer setting forth the manner in which the Proposer is in default. The proposer will only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner of performance set forth in the contract.

19. **Safeguarding Personal Identifiable Information:** Proposer will take reasonable measures to safeguard protected personally identifiable information and other information designated as sensitive by the awarding agency or is considered sensitive consistent with applicable Federal, state and/or local laws regarding privacy and obligations of confidentiality.

20. **Prohibition on utilization of cost plus a percentage of cost contracts**: The City will not award contracts containing Federal funding on a cost plus percentage of cost basis.

21. **Energy Policy and Conservation Act (43 U.S.C.§6201):** All contracts except micro-purchases ($3000 or less, except for construction contracts over $2000). Contracts shall comply with mandatory standards and policies relating to energy efficiency, stating in the state energy conservation plan issued in compliance with the Energy Policy and Conservation act. (Pub. L. 94-163, 89 Stat. 871) [53 FR 8078, 8087, Mar. 11, 1988, as amended at 60 FR 19639, 19645, Apr. 19, 1995].

As the person authorized to sign this statement, I certify that this company complies/will comply fully with the above applicable requirements. I further certify that any subcontractor will also be required to comply with the requirements above.

DATE April 2, 2018

SIGNATURE Dawn Brown

COMPANY: Ceres Environmental Services, Inc.

NAME: Dawn Brown

ADDRESS 6968 Professional Parkway East
Sarasota, Florida 34240

TITLE: Assistant Corporate Secretary

E-MAIL: dawn.brown@ceresenv.com

PHONE NO (800) 218-4424

SCHEDULE "L" - CONTRACTOR CERTIFICATION WORK HOURS AND SAFETY STANDARDS ADDENDUM

This certification is incorporated as part of the contract for Disaster Debris Removal Services.

The Contractor acknowledges and certifies that in accordance with the mandatory requirement that this provision be set forth in all FEMA related contracts, that it shall comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5).

Under 40 U.S.C. s. 3702, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week.

The requirements of 40 U.S.C. s. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchase of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

More particularly, as set forth in 29 CFR s.5.5(b) which provides the required contract clauses:

(1) *Overtime requirements.* No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

(2) *Violation; liability for unpaid wages; liquidated damages.* In the event of any violation of the clause set forth in paragraph (b)(1) of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (b)(1) of this section, in the sum of $25 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (b)(1) of this section.

(3) *Withholding for unpaid wages and liquidated damages.* The (write in the name of the Federal agency or the loan or grant recipient) shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (b)(2) of this section.

(4) *Subcontracts.* The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraphs (1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this section.

Ceres Environmental Services, Inc., hereby certifies that it shall adhere to the Work Hours and Safety Standards regulations throughout the duration of this Contract as set forth above.

Contractor Signature

Date: April 2, 2018

State of Florida
Department of State

I certify from the records of this office that CERES ENVIRONMENTAL SERVICES, INC. is a Minnesota corporation authorized to transact business in the State of Florida, qualified on June 19, 1996.

The document number of this corporation is F96000003145.

I further certify that said corporation has paid all fees due this office through December 31, 2017, that its most recent annual report/uniform business report was filed on May 3, 2017, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Third day of May, 2017

Ken Detzner

Secretary of State

Tracking Number: CC6603991332

To authenticate this certificate,visit the following site,enter this number, and then follow the instructions displayed.

https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD
2601 BLAIR STONE ROAD
TALLAHASSEE FL 32399-0783

(850) 487-1395

MCINTYRE, DAVID A
CERES ENVIRONMENTAL SERVICES INC
2635 CASEY KEY RD
NOKOMIS FL 34275

Congratulations! With this license you become one of the nearly one million Floridians licensed by the Department of Business and Professional Regulation. Our professionals and businesses range from architects to yacht brokers, from boxers to barbeque restaurants, and they keep Florida's economy strong.

Every day we work to improve the way we do business in order to serve you better. For information about our services, please log onto **www.myfloridalicense.com**. There you can find more information about our divisions and the regulations that impact you, subscribe to department newsletters and learn more about the Department's initiatives.

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STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND
PROFESSIONAL REGULATION

CGC1508764 ISSUED: 09/01/2016

CERTIFIED GENERAL CONTRACTOR
MCINTYRE, DAVID A
CERES ENVIRONMENTAL SERVICES INC

IS CERTIFIED under the provisions of Ch.489 FS.
Expiration date : AUG 31, 2018 L1609010003375

DETACH HERE

RICK SCOTT, GOVERNOR

KEN LAWSON, SECRETARY

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
CONSTRUCTION INDUSTRY LICENSING BOARD

LICENSE NUMBER
CGC1508764

The GENERAL CONTRACTOR
Named below IS CERTIFIED
Under the provisions of Chapter 489 FS.
Expiration date: AUG 31, 2018

MCINTYRE, DAVID A
CERES ENVIRONMENTAL SERVICES INC
2635 CASEY KEY RD
NOKOMIS FL 34275

ISSUED: 09/01/2016 DISPLAY AS REQUIRED BY LAW SEQ # L1609010003375

The Department of Management Services' Office of Supplier Diversity "serves those who serve Florida."

The Office of Supplier Diversity provides resources designed to improve business and economic opportunities for Florida's woman-, veteran- and minority-owned businesses. Learn more about becoming a certified business enterprise at ***dms.myflorida.com/osd*** or call 850-487-0915.

To find out about State of Florida tools supporting statewide centralized procurement activities which have streamlined interactions between vendors and state government entities, please contact or visit the Department of Management Services' MyFloridaMarketPlace at: ***https://vendor.myfloridamarketplace.com***

AC# 01772530

SIGNATURE

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If applicable, the DBPR will send a renewal notice to your last known address or email address of record. If you have not received your renewal notice, please call our Customer Contact Center at 850.487.1395 or online at www.MyFloridaLicense.com/contactus.

Please refer to your profession's governing statutes and Administrative codes for further information regarding renewals. These may be accessed from our website.

AC# 01772530

BID BOND

STATE OF FLORIDA }
COUNTY OF MIAMI DADE }SS.
CITY OF CORAL GABLES }

KNOWN ALL MEN BY THESE PRESENTS, That we* as Principal, and Liberty Mutual Insurance Company, as Surety, are held and firmly bonded unto the City of Coral Gables as Owner in the penal sum of Dollars ($ **), lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal has submitted to the City of Coral Gables the accompanying Bid, signed Ceres Environmental Services, Inc., April 5, 2018 ,and dated April 5, 20 18 , for

DISASTER DEBRIS REMOVAL SERVICES - RFP 2018-009

CORAL GABLES, FLORIDA

in accordance with the Scope of Services/Work therefore, the call for Bids or–Proposals, and the Instructions to Proposers, all of which are made a part hereof by reference as if fully set forth herein.

NOW, THEREFORE,

(a) If the Principal shall not withdraw said bid within thirty (30) days after date of opening of the same, and shall within ten (10) days after written notice being given by the City Manager or his designee, of the award of the contract, enter into a written contract with the City, in accordance with the bid as accepted, and give bond with good and sufficient surety or sureties, as may be required for the faithful performance and proper fulfillment of such contract,

(b) in the event of the withdrawal of said bid or proposal within the period specified, or the failure to enter into such contract and give such bond within the time specified, if the Principal shall pay the City the difference between the amount specified in said bid or proposal and the amount for which the City may procure the required work and/or supplies, if the latter amount be in excess of the former, the above obligation shall be void and of no effect, otherwise to remain in full force and effect.

*Ceres Environmental Services, Inc.

**Five Percent (5%) of Total Amount Bid

BID BOND

IN WITNESS HEREOF, the above bounded parties have executed this instrument under their several seals this 5th day of April, A.D., 20 18, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

WITNESS

(If Sole Ownership or Partnership, Two (2) Witnesses Required. If Corporation, Secretary Only will attest and affix seal).

(1) _____

(2) _____

PRINCIPAL

Ceres Environmental Services, Inc.
Name of Firm

NO SEAL

_____ (SEAL)
Signature of Authorized Officer

Assistant Corporate Secretary
Title

3825 - 85th Ave. N., Ste. #101
Business Address

Brooklyn Park, MN 55443
City, State

WITNESS:

(1) _____
Sandra M. Engstrum

(2) _____
Lin Ulven

SURETY:

Liberty Mutual Insurance Company
Corporate Surety

_____ (SEAL)
Attorney-In-Fact, John E. Tauer

175 Berkeley Street
Business Address

Boston MA 02116
City, State

Cobb Strecker Dunphy & Zimmermann, Inc.
225 S. Sixth St., Ste.1900, Minneapolis, MN 55402
Name of Local Agency

CORPORATE ACKNOWLEDGMENT

State of **Minnesota**)
) ss
County of Hennepin)

On this **5th** day of **April** **2018**, before me appeared Dawn Brown, to me personally known, who, being by me duly sworn, did say that he/she is the Assistant Corporate Secretary of **Ceres Environmental Services, Inc.**, a corporation, that the seal affixed to the foregoing instrument is the corporate seal of said corporation, and that said instrument was executed in behalf of said corporation by authority of its Board of Directors, and that said Dawn Brown acknowledged said instrument to be the free act and deed of said corporation.

Ruth R. Epping
Notary Public
Minnesota
My Commission Expires January 31, 2020

Notary Public Hennepin County, Minnesota
My commission expires 1/31/2020

SURETY ACKNOWLEDGMENT

State of Minnesota)
) ss
County of Hennepin)

On this **5th** day of **April** **2018**, before me appeared **John E. Tauer**, to me personally know, who being by me duly sworn, did say that (s)he is the Attorney-in-Fact of **Liberty Mutual Insurance Company**, a corporation, that the seal affixed to the foregoing instrument is the corporate seal of said corporation and that said instrument was executed in behalf of said corporation by authority of its Board of Directors; and that said **John E. Tauer** acknowledged said instrument to be the free act and deed of said corporation.

SANDRA M. ENGSTRUM
NOTARY PUBLIC - MINNESOTA
My Commission Expires
January 31, 2021

Notary Public Hennepin County, Minnesota
My commission expires 1/31/2021

This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated. Not valid for mortgage, note, loan, letter of credit, bank deposit, currency rate, interest rate or residual value guarantees. To confirm the validity of this Power of Attorney call 610-832-8240 between 9:00 am and 4:30 pm EST on any business day.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, R. W. Frank, John E. Tauer, Joshua R. Loftis, Rachel Thomas, Craig Remick, Brian J. Oestreich, Nicole Stillings, Jerome T. Ouimet, Sandra M. Engstrum, Kurt C. Lundblad, Melinda C. Blodgett, Lin Ulven, R. C. Bowman, Ted Jorgensen, Emily White, R. Scott Egginton, Colby D. White
of the city of Minneapolis, state of Minnesota its true and lawful attorney-in-fact, with full power and authority hereby conferred to sign, execute and acknowledge the following surety bond:

Principal Name: **Ceres Environmental Services, Inc.**

Obligee Name: **City of Coral Gables**

Surety Bond Number: **Bid Bond** **Bond Amount:** **5%**

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 22nd day of September, 2017.

LIBERTY MUTUAL INSURANCE COMPANY INCORPORATED 1912 MASSACHUSETTS
THE OHIO CASUALTY INSURANCE COMPANY INCORPORATED 1919 NEW HAMPSHIRE
WEST AMERICAN INSURANCE COMPANY INCORPORATED 1991 INDIANA

The Ohio Casualty Insurance Company
Liberty Mutual Insurance Company
West American Insurance Company

By: _____
David M. Carey, Assistant Secretary

STATE OF PENNSYLVANIA ss
COUNTY OF MONTGOMERY

On this 22nd day of September, 2017, before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.

TERESA PASTELLA COMMONWEALTH OF PENNSYLVANIA NOTARY PUBLIC

COMMONWEALTH OF PENNSYLVANIA
Notarial Seal
Teresa Pastella, Notary Public
Upper Merion Twp., Montgomery County
My Commission Expires March 28, 2021
Member, Pennsylvania Association of Notaries

By: _____
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV – OFFICERS – Section 12. Power of Attorney. Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII – Execution of Contracts – SECTION 5. Surety Bonds and Undertakings. Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this **5th** day of **April**, **2018**

LIBERTY MUTUAL INSURANCE COMPANY INCORPORATED 1912 MASSACHUSETTS
THE OHIO CASUALTY INSURANCE COMPANY INCORPORATED 1919 NEW HAMPSHIRE
WEST AMERICAN INSURANCE COMPANY INCORPORATED 1991 INDIANA

By: _____
Renee C. Llewellyn, Assistant Secretary

I.7 Minimum Qualification Requirements

Throughout our proposal, we have highlighted the experience and capabilities that make us an excellent choice to support City of Coral Gables in the event of a disaster. Ceres has **42 years of experience in disaster recovery** and employs a professional and managerial staff with exceptional experience in the field. We own more than 500 pieces of equipment and have a database of more than 5,000 trusted subcontractors to support our disaster relief efforts. The company is financially secure, with a bonding capacity of more than $500 million per project.

We know that City of Coral Gables will receive proposals from several other qualified disaster relief firms. Why choose Ceres above the others? Beyond our experience and capabilities is our reputation: we always get the job done. Some of the highlights of our reputation include:

- **Ceres Environmental Services, Inc. has never defaulted on a contract or failed to complete any work awarded**
  Throughout exemplary performance on over $1.8 billion dollars of Emergency Debris Management contracts awarded by various government agencies within the past 25 years on over 120 FEMA-funded contracts, Ceres has **never** defaulted or failed to complete a contract.

  Ceres has, on more than one occasion, stepped in when other prime contractors could not complete the work they were obligated to perform and has taken over as prime contractor. For example, when a devastating hurricane hit Isle of Wight County in Virginia, the prime contractor could not perform due to other contractual commitments. Ceres stepped in and performed as prime, earning a Letter of Recommendation and appreciation from the County Director of Public Works which reads, in part:

  > *"Through this very trying and difficult period Ceres has given us exemplary service. They have been responsive in the needs that are unique to our County, they have advised us of FEMA regulations, they have made suggestions to save the County money and most importantly they conducted their business in a professional manner.*
  >
  > *I have been most impressed by their thoroughness and flexibility. As one may well expect, during such a disaster as this hurricane, plans often go down the drain. They have in many instances put planned duties aside to respond to emergency requests without sacrificing the overall goal."*

- **No client of Ceres has been denied reimbursement for work Ceres has performed**
  Ceres' professional staff assists our local clients, upon request, with their preparation and submission of project worksheets for FEMA and other federal agencies.

  Ceres' personnel are trained in FEMA regulations and are schooled in the use of FEMA Public Assistance Debris Management Guide FEMA 325/July 2007, as well as additional resource books Public Assistance Guide FEMA 322/June 2007 and Public Assistance Policy Digest 321/January 2008. Ceres personnel are also familiar with the Public Assistance Program and Policy Guide, as well as 2 CFR Part 200 Procurement Standards.

- **Ceres is Operations, not Marketing, based**
  Ceres employs a full staff of Project Managers, Project Superintendents, Quality and Safety Managers and other debris management experts to ensure that we are always ready and able to self-perform. Our Sarasota office location ensures that we will arrive swiftly before or during an event.

- **Ceres' multiple locations ensure that, even if an event affects Ceres' Florida locations, other offices will swiftly take over to meet the needs of the City**
  During 2005, Ceres' pre disaster event contracts with Terrebonne Parish, LA and Palm Beach Gardens, FL were activated in response to Hurricanes Katrina and Wilma. Ceres had management staff on the ground before either hurricane made landfall. Katrina and Rita work in other places already had Ceres fully mobilized and in the midst of moving millions of cubic yards of debris and installing thousands of temporary roofs in Mississippi and Florida. Nevertheless, the City of Palm Beach Gardens received such a high level of service that they evaluated Ceres' performance as "Exceptional."

Ceres also has servers storing company documents in multiple locations throughout the country. If one server is lost in an event the data will not be lost, and will not prevent Ceres from performing any work for any of its clients.

- **Ceres is completely self-sufficient**
  Ceres has a number of containerized offices that can be used mobile command centers. These can be moved to the disaster zone via low bed trailers and semi tractors. These mobile offices can be onsite, equipped with satellite communications and internet, and fully operational within hours. Ceres can also provide a wide variety of emergency housing options, including fully-containerized bunkhouses that can be trailered to a Coral Gables location.

- **Ceres' Corporate Officers are in the field ensuring the job gets done**
  Ceres is structured so that one or two of the corporate officers can be absent from headquarters for extended periods of time in order to manage projects from the field. There are always one or two remaining at the headquarters to ensure continuity of management. This proved very useful when Ceres was awarded a $1 billion contract by the U.S. Army Corps of Engineers to perform a disaster debris contract following Hurricanes Katrina and Rita in which two of Ceres' corporate officers were in the field in Louisiana for over six months.

  Ceres' management is also experienced in a wide variety of geographic conditions. Their work histories include all of the U.S. Gulf states, Hawaii, Alaska, Puerto Rico, Thule, Greenland, Ascension Island, Haiti and New Zealand.

- **Ceres' excellent financial stability means that it can provide performance and payments bonds from treasury-listed carriers in amounts in excess of $400M per single project**
  During the 2005 storm season, Ceres provided bonds for three concurrent Army Corps hurricane response projects with contract award amounts of $1B, $60M, and $50M. Ceres has unrivalled access to the levels of working capital necessary to keep its promises and handle the biggest and most complex jobs.

- **Ceres has the proven capacity to handle multiple response situations simultaneously without sacrificing schedules or quality**
  In 2016, Ceres was already working in Louisiana following heavy rains and flooding when Hurricanes Hermine and Matthew hit the U.S. coast within a month of each other. While finishing up jobs in south central Louisiana, Ceres also responded to several counties in Florida and Georgia after Hurricane Hermine and then to an additional 14 jurisdictions in Florida, Georgia, South Carolina and North Carolina after Hurricane Matthew.

  In 2014, Ceres responded to two large-scale projects following Winter Storm Pax, which covered the Southeast in freezing rain and ice. Ceres removed and disposed of approximately one million cubic yards of debris in Columbia County, GA and Guilford County, NC.

  In 2011, Ceres responded to the spring tornadoes that devastated the South, the spring floods in North Dakota, Hurricane Irene in North Carolina and Virginia, and Winter Storm Alfred in the Northeast. Ceres accomplished eight separate contracts while fulfilling all contractual obligations.

Proof of Active Status with Florida Department of State

Please refer to Ceres' **Florida Certificate of Authority** in proposal **Section II.i.1, Company History**.

Experience with Similar Projects

Ceres has been working actively in the disaster recovery business since our founding in 1976, completing over 120 FEMA-reimbursed projects. Our successful experience in multiple response situations as well as our substantial resources and teaming relationships, assures that Ceres performance on this contract will be to the City's utmost satisfaction. The following table contains a selection of our projects **over 100,000 cubic years completed in the past 10 years.**

Owner & Location	Title of Work	Value	CY	Time Period	Description
Hurricane Irma Recovery throughout FL	Disaster Debris Clearance and Removal Services	$40,596,469	3,867,033	September – December 2017	Collection, removal and reduction of debris from public and private right-of-ways following Hurricane Irma
Denham Springs, LA	Disaster Debris Removal	$4,070,506.96	275,507	August 2016 – August 2017	Removal and disposal of flood debris following heavy rains. Ceres also removed more than 1,500 units of electronic waste.
Livingston Parish, LA	Debris Removal & Site Management for Debris Reduction and Emergency Roadway Clearance	$16,338,932.00	860,188	August 2016 – August 2017	Removal and disposal of debris from summer floods throughout the Parish. Ceres also removed 400,000 pounds of putrid food and 20,000 units of white goods ruined in the floods.
Albany, GA	Disaster Related Debris Removal Services	$2,785,812.00 (approx.)	378,345	February –June 2017	Debris removal and disposal within the City following a January tornado
Savannah, GA	Storm Debris Removal Services	$4,524,408.00 (approx.)	450,398	October 2016 – June 2017	Debris removal after Hurricane Matthew, removal and reduction of vegetative debris, trees and stumps. Ceres also removed almost 50,000 CY of waterway debris.
Beaufort County, SC	Storm Debris Removal, Debris Management Site Operations and Disposal	$14,020,391.00 (approx.)	1,556,080	October 2016 – April 2017	Collection, removal and reduction of debris from public and private right-of-ways following Hurricane Matthew
South Carolina DOT (Berkeley, Jasper and Hampton Counties)	Disaster Recovery Assistance following a Declared Disaster	$1,030,896.00 (approx.)	217,414	October 2016 – April 2017	Removal and disposal of vegetative debris from County right-of-ways in three counties following Hurricane Matthew
Oklahoma Environmental Management Authority (Canadian County and Cities of, El Reno, Yukon, Piedmont, Calumet, and Union City)	Emergency Debris Removal Services/ Grinding and Burning of Disaster Debris	$2,040,657.00	237,427 CY collection and removal 151,127 CY Grinding 213,223 CY Air Burning	December 2015 – March 2016	Collection and removal of ice storm generated debris from public ROW after Winter Storm Goliath. Ceres also performed the initial 70-hour push for OEMA and disposed of debris by grinding and air curtain burning.
State of NC Department of Transportation	Guilford County – Western Section Removal and Disposal of Storm-Related Vegetative Debris	$6,816,757.00	417,572	March – October 2014	Removal, collection, reduction, and disposal of over 400,000 CY of vegetative debris

Owner & Location	Title of Work	Value	CY	Time Period	Description
Columbia County, GA	Removal and Disposal of Disaster Debris	$8,539,038.00	648,444	February – August 2014	Removal, collection, reduction, and disposal of over 500,000 CY of vegetative debris
City of Rapid City, SD; Rapid City, SD	Removal and Disposal of Eligible Disaster-Related Tree and Other Vegetative Debris	$1,440,473.80	100,664 CY, 7,538 Hangers, 481 Leaners	October-December 2013	Removal, collection, reduction, and disposal of over 100,000 CY of vegetative debris produced by early winter/ice storm within the City.
Jefferson Parish; Jefferson Parish, LA	Collection, Processing and Disposal of Hurricane Isaac-Generated Storm Debris from Right-of-Ways in Unincorporated Jefferson Parish	$1,503,843.22	125,148.99	August - September 2012	Removed and hauled vegetative and C&D debris from Parish rights-of-way to final disposal site. Removed hangers, leaning trees and hazardous stumps.
Town of Simsbury; Simsbury, CT	Removal, Reduction & Disposal of FEMA-Eligible Debris	$3,152,898.53	274,109.00	November - December 2011	Removed and hauled vegetative debris to DMS. Removed leaning trees. Managed DMS. Ground debris and disposed at approved landfill.
City of Greenville; Greenville, NC	Hurricane Irene Response and Recovery Efforts	$998,911.57	113,512.30	August - October 2011	Performed debris removal and disposal and tree and limb trimming on City rights-of-way. Removed 71 trees, 2,111 hangers, and 113,512.3 CY of debris from Hurricane Irene.
U.S. Army Corps of Engineers; Lawrence and Limestone Counties, AL	Debris Removal and Reduction for the affected areas for the 2011 Alabama Spring Tornadoes	$2,542,318.18	108,214.00	June - August 2011	Private Property Debris removal of vegetative, C&D, and stumps from properties in Lawrence and Limestone Counties, AL. Removed 108,000 CY of vegetative and C&D debris and 306 stumps.
Jefferson County; Jefferson County, AL	Tornado Debris Removal and Disposal Services	$11,245,998.00	1,191,553.80	May - July 2011	Removal and hauling of tornado debris from right-of-ways in Jefferson County, Vestavia Hills, Warrior, Mountain Brook, and Pleasant Grove. Reduce debris at TDSRSs and haul to approved final disposal sites. Removed and processed 1,191,553 CY of debris. Employed 27 local and small-business subcontractors and vendors.

Owner & Location	Title of Work	Value	CY	Time Period	Description
Government of Haiti; Truitier Landfill, Port-au-Prince, Haiti	Construction, operation and maintenance of a TDSR site and processing of scrap in the Truitier landfill	$11,423,814.00	4.15 M	February 2011 - January 2013	Converted 30 acres of a 500-acre uncontrolled MSW landfill into an earthquake debris receiving and processing site. Other contractors and NGOs work at the site and must be collaborated with to ensure maximum safety and efficiency for all operations. Work involves processing of rubble, traffic control, health and safety, and environmental management.
Chambers County, TX; Chambers County, TX	Hurricane Ike Debris Removal and Disposal	$8,450,673.00	341,024	September 2008 – November 2008	Load and haul hurricane debris from County right-of-ways and collection sites. Trim or remove leaning trees, hanging limbs, and hazardous stumps. Load and haul white goods. Deliver debris to approved dump-site. Provide meals and base camps for County staff.
City of Baton Rouge / East Baton Rouge Parish; Baton Rouge, LA	Hurricane Gustav Debris Removal	$17,986,892.00	1,956,055	September 2008 – December 2008	Load and haul hurricane debris from City and Parish right-of-ways. Trim or remove leaning trees, hanging limbs, and hazardous stumps. Deliver debris to approved dump-site.
Cameron County; Cameron County, TX	Hurricane Dolly Debris Removal and Disposal	$5,168,366.00	408,925	July 2008 – September 2008	Load and haul hurricane debris from County right-of-ways. Deliver debris to Temporary Debris Staging and Reduction Site (TDSRS). Reduce debris by burning.

Key Personnel

Ceres employs over 260 personnel, more than 60 of whom are professional staff. For the City of Coral Gables, Ceres will provide exceptionally qualified personnel to lead the efforts for any event occurring for which our services are required. Personnel will be assigned based on the size and severity of an event affecting Coral Gables. Please see proposal **Tab II, Part ii** for detailed personnel information.

After 42 years of doing demanding work in almost every U.S. state and territory, Ceres is still known for keeping its promises: **Ceres has never defaulted on a contract, failed to complete a contract, nor had any client denied reimbursement**. An evaluation from the Department of the Navy is typical: *"perhaps the finest contractor I have worked with…."* Ceres always adheres to the highest standards of quality, integrity and safety, and that's a promise we do not hesitate to make to City of Coral Gables.

II EXPERIENCE AND QUALIFICATIONS OF PROPOSER

Part i – Experience and Qualifications of Proposer

II.i.1 Company History

Ceres Environmental Services, Inc. is one of the nation's leading disaster recovery contractors, deploying across North America from its permanent disaster response facilities in Florida, Texas and Minnesota. Since its founding in 1976, Ceres has been awarded over **$1.8 billion in FEMA-funded disaster recovery projects** across the United States. While under contract for one billion dollars, Ceres was able to complete the work for about half that amount, saving hundreds of millions of dollars for the Government. The U.S. Army Corps of Engineers officially evaluated **Ceres' overall performance during the Katrina cleanup as "Outstanding". Ceres was specifically noted for use of local contractors; quality, efficiency and swiftness of performance; and cooperation while managing a changing and evolving work scope**.

Since 1992, Ceres has been directly involved as a prime contractor in post-event recoveries from such major events as Hurricanes Andrew, Georges, Katrina, and Ike; the 1999 Oklahoma City tornado and the 2011 Alabama tornadoes; flooding in Iowa in 2008 and North Dakota in 2011; earthquakes in Haiti in 2010 and New Zealand in 2011; Superstorm Sandy in 2012; Winter Storm Pax in 2014; Winter Storms Cara and Goliath in 2015; Hurricanes Hermine and Matthew in 2016; and Hurricanes Harvey, Irma and Maria in 2017.

Qualities and Attributes

Reliable

In 1997, Ceres was selected by the United States Air Force for an emergency demolition project at Thule Air Base, Greenland, 700 miles from the North Pole. This difficult demolition project consisted of a large, severely damaged building that was in imminent danger of collapsing on a critical Early Warning Radar station protecting the U.S. East Coast. Unique project challenges included air lifting a 70,000 pound piece of specialized demolition equipment to Greenland and performing the work during October with limited daylight, severe cold, and the danger of strong winds in excess of 200 mph coming off the Greenland glacier. Ceres was given an outstanding rating for its performance on this project.

Respected

National magazines, including *Biocycle* and *Wood Waste Recycling*, have featured Ceres' urban wood waste recycling efforts and emergency debris management services. Ceres was also the honored recipient of the Minnesota Governor's *Certificate of Commendation* in 1995 for our innovation in the tree recycling industry. We have numerous letters of recommendation and high post project evaluations.

Experienced

Ceres has performed disaster recovery work on over 120 FEMA-reimbursed contracts in excess of $700M, and has been repeatedly selected by federal and local government agencies for pre-event emergency response contracts. Ceres has performed emergency work contracts of less than $25,000 and up to $1 billion. Our clients have provided excellent references based on their satisfaction with our work. Our experience makes us a superb choice for cities and counties that need the security of a proven company. Ceres has also been selected for large demolition and construction projects contracted by the U.S. Air Force, Navy, and Army.

Our expertise in large construction projects also provides us with the managerial expertise necessary to organize and perform major public projects such as disaster cleanup. Ceres has performed superbly in construction projects ranging from a large park in Puerto Rico with athletic fields and 30 structures, to levee repair work, to renovation of an underground park in Kentucky. This history exhibits the technical expertise that ensures all of our customers are pleased with their selection of Ceres.

Capable

Ceres is staffed by professionally trained individuals with more than 200 collective years of experience in disaster recovery management. Ceres provides regular on-going training for field employees as well as our professional staff. Ceres' superintendents carry the following certifications and formal training: USACE certification for Quality Control; FEMA NIMS; 30-hour Construction Safety accreditation; and Hazwoper 40-hour training. Selected Superintendents also have training in asbestos and lead abatement. Ceres also provides its employees with outside disaster response training through FEMA-sponsored courses.

The U.S. Army Corps of Engineers evaluated numerous offerors on their project management capabilities and experience and selected Ceres for an award as an Advance Contract Initiative Disaster Debris Management Contractor.

Safe

We take special care to minimize the risk of injury in the disaster area to both our workers and the general public – safety first. It is the practice of Ceres to employ a full-time Health and Safety Officer. The Health and Safety Officer is responsible for overseeing Ceres' field Safety Officers who are experienced in various aspects of safety compliance relative to construction activities, industrial hygiene and traffic safety. Safety Officers possess a variety of qualifications including: OSHA 10-hour and 30-hour training certifications; First Aid and CPR; and Hazwoper 40-hour certifications. Ceres' full time field employees have CPR/First Aid/AED training.

In 2010, we received a **Perfect Record Award** for operating an entire year without occupational injury or illness and a **Million Mile Club** award for driving without a Preventable Incident.

There were no lost time injuries during all of Ceres' 2005 temporary roofing operations with over 22,000 roofs installed. In 2004 with over 1,000 workers in the field, no lost time injuries occurred on any of our projects during disaster recovery operations across nineteen Florida counties.

Ceres was named a recipient of the **Million Work Hours Award** for our superb safety record on the Katrina Debris project for the U.S. Army Corps of Engineers.

FEMA Knowledgeable

Ceres has more than 25 years of successful FEMA-reimbursed disaster work. Ceres' management staff has a long tenure with strong expertise in FEMA requirements for documentation, eligibility, general rules compliance, and methodologies.

Ceres augments staff FEMA experience with certified FEMA training classes for its general management. Ceres has assisted numerous clients during the post-disaster reimbursement application process, and our clients have never been denied reimbursement for our work. For example, two years after one project was completed, FEMA conducted an audit of that City during which the City was unable to provide complete truck certification logs. FEMA indicated that due to the missing truck documentation, they intended to take a reimbursement reduction from the City in excess of $1,000,000. When the City notified Ceres about this matter, Ceres was able to provide the missing information from its well-organized records; the City subsequently received all of its eligible reimbursement without any reduction.

Community Relations

One of Ceres' most important support functions in the event of a natural disaster is to help Coral Gables officials engage in community relations. Ceres provides important resources for keeping residents informed on the progress of cleanup.

Toll Free Hotline and E-Mail Management

Large phone and e-mail traffic from concerned residents are a part of every natural disaster. Ceres maintains a toll free Storm Hotline that is staffed and accessible 24 hours a day, 7 days a week to handle questions, concerns or complaints related to clean-up: **1-877-STORM12**. The number is prominently displayed on all Ceres equipment working the clean-up area. Ceres monitors call and e-mail volume, and establishes additional toll free numbers and enlists additional staff whenever greater capacity is required to ensure maximum community responsiveness.

Client Satisfaction-Oriented

Ceres is in business to serve governmental agencies. We recognize that providing customer satisfaction is critical to our success. Our satisfied customers and the commendation letters and evaluations quoted below speak for themselves.

[Ceres] showed extreme reliability and dedication in the midst of chaos… Ceres Environmental has my highest recommendation.

James A. (Jimmie) Stephens, County Commissioner, Jefferson County, Alabama

I would like to officially express my gratitude and admiration for your leadership and expediency of action in providing the Corps of Engineers with logistical and operational support. I feel confident that with leaders like you the Corps of Engineers and the State of Louisiana will have little difficulty in continuing to succeed in the recovery mission.

Wesley Todd, Mission Manager, U.S. Army Corps of Engineers

The City of Palm Beach Gardens recommends Ceres Environmental as a responsive Contractor

David Reyes, Operations Director, City of Palm Beach Gardens

…I would like to thank Ceres and all of its personnel for the services that you provided during this most trying of times. I thought that you and your staff handled yourselves in a most professional manner and it was a pleasure working with you.

Don Brandon, P.E, County Engineer, Chambers County, Texas

Perhaps the finest contractor we've worked with.

This quote was taken from the official Navy project performance evaluation of Ceres.
Department of the Navy, Naval Facilities Engineering Command, El Centro CA.

While many out of state contractors used this opportunity to take advantage of the situation, your organization rose above the rest with superior customer service...

James A. Randolph, Asst. to the Town Manager, Town of Windsor, VA

This letter is to strongly recommend Ceres Environmental Services, Inc., as a government contractor.

William T. Hopkins, Director of Planning, Engineering and Public Works, Town of Smithfield, VA

Ceres has given us exemplary service. They have been responsive to the needs that are unique to our County, they have advised us of FEMA regulations, they have made suggestions to save the County money and most importantly they conducted their business in a professional manner….I have been most impressed by their thoroughness and flexibility.

Donald M. Long, Director of Public Works, County of Isle of Wight, VA

I would like to thank Ceres for the excellent job …. Ceres did an excellent job in the coordination and the removal of tree damage that occurred…. I would highly recommend them for any future cleanup because of the proficiency and timely manner in which they operated.

Tim Stevens, Superintendent of State Highways, Kentucky State Highway Department

State of Florida
Department of State

I certify from the records of this office that CERES ENVIRONMENTAL SERVICES, INC. is a Minnesota corporation authorized to transact business in the State of Florida, qualified on June 19, 1996.

The document number of this corporation is F96000003145.

I further certify that said corporation has paid all fees due this office through December 31, 2017, that its most recent annual report/uniform business report was filed on May 3, 2017, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Third day of May, 2017

Ken Detzner

Secretary of State

Tracking Number: CC6603991332

To authenticate this certificate,visit the following site,enter this number, and then follow the instructions displayed.

https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD
2601 BLAIR STONE ROAD
TALLAHASSEE FL 32399-0783

(850) 487-1395

MCINTYRE, DAVID A
CERES ENVIRONMENTAL SERVICES INC
2635 CASEY KEY RD
NOKOMIS FL 34275

Congratulations! With this license you become one of the nearly one million Floridians licensed by the Department of Business and Professional Regulation. Our professionals and businesses range from architects to yacht brokers, from boxers to barbeque restaurants, and they keep Florida's economy strong.

Every day we work to improve the way we do business in order to serve you better. For information about our services, please log onto **www.myfloridalicense.com**. There you can find more information about our divisions and the regulations that impact you, subscribe to department newsletters and learn more about the Department's initiatives.

Our mission at the Department is: License Efficiently, Regulate Fairly. We constantly strive to serve you better so that you can serve your customers. Thank you for doing business in Florida, and congratulations on your new license!

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND
PROFESSIONAL REGULATION

CGC1508764 ISSUED: 09/01/2016

CERTIFIED GENERAL CONTRACTOR
MCINTYRE, DAVID A
CERES ENVIRONMENTAL SERVICES INC

IS CERTIFIED under the provisions of Ch.489 FS.
Expiration date : AUG 31, 2018 L1609010003375

DETACH HERE

RICK SCOTT, GOVERNOR

KEN LAWSON, SECRETARY

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
CONSTRUCTION INDUSTRY LICENSING BOARD

LICENSE NUMBER
CGC1508764

The GENERAL CONTRACTOR
Named below IS CERTIFIED
Under the provisions of Chapter 489 FS.
Expiration date: AUG 31, 2018

MCINTYRE, DAVID A
CERES ENVIRONMENTAL SERVICES INC
2635 CASEY KEY RD
NOKOMIS FL 34275

ISSUED: 09/01/2016 DISPLAY AS REQUIRED BY LAW SEQ # L1609010003375

The Department of Management Services' Office of Supplier Diversity "serves those who serve Florida."

The Office of Supplier Diversity provides resources designed to improve business and economic opportunities for Florida's woman-, veteran- and minority-owned businesses. Learn more about becoming a certified business enterprise at ***dms.myflorida.com/osd*** or call 850-487-0915.

To find out about State of Florida tools supporting statewide centralized procurement activities which have streamlined interactions between vendors and state government entities, please contact or visit the Department of Management Services' MyFloridaMarketPlace at: ***https://vendor.myfloridamarketplace.com***

AC# 01772530

SIGNATURE

(For the protection of our professional license holders, this license contains hidden security features to prevent counterfeiting. Unauthorized reproduction is strictly prohibited and will be prosecuted to the fullest extent of the law)

The Department of Business and Professional Regulation (DBPR), issues licenses for many licensed businesses and practitioners in the State of Florida.

DBPR is changing the way you interact with state government. Many of DBPR's services are available online at www.MyFloridaLicense.com. We encourage you to utilize these services to make address changes, licensing changes or to renew your license.

Name changes require legal documentation verifying the name change, which must be mailed to the DBPR. An original, a certified copy or a duplicate copy of an original or certified copy of a document that shows the legal name change will be accepted, unless the DBPR has a question about the authenticity of the document.

If applicable, the DBPR will send a renewal notice to your last known address or email address of record. If you have not received your renewal notice, please call our Customer Contact Center at 850.487.1395 or online at www.MyFloridaLicense.com/contactus.

Please refer to your profession's governing statutes and Administrative codes for further information regarding renewals. These may be accessed from our website.

AC# 01772530

II.i.2 Knowledge and Experience

Our mission at Ceres Environmental Services, Inc. is to serve units of Government with time-critical disaster recovery and heavy construction services. We have an enviable reputation for speedy deployment, excellent work, and experienced site management. After 42 years of doing demanding work in almost every U.S. state and territory, Ceres is still known for keeping its promises: **Ceres has never defaulted on a contract, failed to complete a contract, nor had any client denied reimbursement**. An evaluation from the Department of the Navy is typical: *"perhaps the finest contractor I have worked with…"* Ceres always adheres to the highest standards of quality, integrity and safety.

The core competencies Ceres commits to every project are:

- Rapid Deployment
- Experienced Project Management
- Financial Stability
- Owned Equipment, and
- Trusted Subcontractors

Rapid Deployment

Over the years, we have developed and refined our ability for rapid response mobilizations. Under the Oklahoma Environmental Management Authority after Winter Storm Cara, Ceres received a Notice to Proceed and made a commitment to OEMA to have two self-loading knuckle-boom trucks with pup trailers mobilized within 72 hours. Ceres mobilized both pieces of equipment within 24 hours and began debris clearance for OEMA within 72 hours of the Notice to Proceed.

In Cameron County, Texas, Ceres representatives and equipment were in place before Hurricane Dolly hit and a representative of the Ceres Advance Team sheltered in the County Emergency Operations Center before and during landfall with the County officials. In Jefferson Parish, LA, Ceres hauled more than 45,000 cubic yards on the first day of operation. In Kansas City, MO, more than 200 trucks were hauling within 72 hours of contract award. In Florida's Operation Blue Roof, Ceres had more than 180 roofers installing temporary roofs within 72 hours of contract award. For Hurricane Andrew, Ceres provided the U.S. Army Corps of Engineers with 25 new chippers, along with 25 trucks and associated crews within 48 hours of contract award. The clients' performance requirements were met or exceeded throughout the contracts and subsequently, available contract extension options were exercised.

Ceres uses local "teaming partners" as well as strategically placed owned equipment staging and office locations in Sarasota, FL; Houston, TX; and Brooklyn Park, MN. Ceres can provide significant equipment and staffing within 24 hours of storm subsidence.

Experienced Project Management

The company has more than 60 full-time professional and managerial staff with disaster experience, many of whom hold degrees in areas such as: Business Administration, Structural and Civil Engineering, Forestry, Geology, Science and Accounting. As part of the Company's dedication to quality and safety, many of Ceres' management staff are U.S. Army Corps of Engineers-certified in Construction Quality Management; certified in Emergency Management by FEPA; have been certified by FEMA in NIMS; are Red Cross certified in first aid; and have completed OSHA's 40-hour safety training course. Ceres' management is also experienced in a wide variety of geographic conditions. Their work histories include all U.S. states, Puerto Rico, Thule, Greenland, Ascension Island, Haiti and New Zealand.

Ceres' management has demonstrated its ability to respond to large-scale events. In 2011 after the string of tornadoes that hit Alabama and surrounding states, Ceres activated a contract with Jefferson County. Using Ceres-owned equipment allowed the company to get to work quickly, eventually employing 27 local and small business subcontractors and vendors to assist the removal and hauling of debris. During the contract, the scope of work changed as cities within the county requested services under the County

contract. Ceres cleared debris from right-of-ways in Jefferson County, Vestavia Hills, Warrior, Mountain Brook, and Pleasant Grove, reducing and hauling **over one (1) million cubic yards of debris**.

Shortly after Hurricanes Katrina and Rita in 2005, the U.S. Army Corps of Engineers (USACE) awarded Ceres a $1 billion contract for disaster response, including: loading, hauling, reducing, and disposing of debris and white goods; trimming and removal of hazardous trees; demolition of storm damaged buildings; collection of household garbage; environmental sampling and monitoring of disposal sites; and life support services. This contract covered 11 Louisiana Parishes and required the operation of 54 reduction/disposal sites. Ceres achieved a record-setting mobilization, hauling more than 45,000 cubic yards of debris in its first day on the job (from Jefferson Parish, LA). Ceres rapidly achieved large-scale capacity, reaching a maximum production of 194,584 cubic yards per day and eventually hauling, reducing, and disposing over 13.4 million cubic yards of debris, over 315,000 units of white goods, while trimming or removing over 165,000 hazardous trees.

Ceres has the resources and experience to handle multiple events and locations. In 2016, Ceres was already working in Louisiana following heavy rains and flooding when Hurricanes Hermine and Matthew hit the U.S. coast within a month of each other. Ceres responded to several counties in Florida and Georgia after Hurricane Hermine and then to an additional 14 jurisdictions in Florida, Georgia, South Carolina and North Carolina after Hurricane Matthew.

Following Winter Storm Cara in November 2015, Ceres responded to the Oklahoma Environmental Management Authority (OEMA) and began to mobilize staff and equipment within 24 hours of the Notice to Proceed, finishing the first pass in the first two days of operations. When Winter Storm Goliath hit Texas and Oklahoma just one month later in December, Ceres already had staff and equipment positioned to respond in Oklahoma. As more debris piled up following Goliath, Ceres extended its services to the City of Warr Acres, plus Canadian County and four other cities under the OEMA.

Ceres responded to the spring tornadoes that devastated the South, the spring floods in North Dakota, Hurricane Irene in North Carolina and Virginia, and Winter Storm Alfred in the Northeast all in 2011. Ceres accomplished eight separate contracts while fulfilling all contractual obligations. During the summer of 2008, Hurricanes Dolly, Gustav and Ike all impacted the Gulf Coast. When Dolly hit the Texas coast Ceres was ready, with people, subcontractors and equipment already on the ground in Cameron County, TX. As Ceres' response to Dolly was wrapping up, Gustav hit Louisiana, and two weeks later Ike hit the Houston, TX area. Ceres responded quickly to both new storms, performing in 11 different locations covered by separate debris removal contracts in Texas and Louisiana.

Following Hurricanes Katrina, Rita, and Wilma in 2005, Ceres performed several other emergency response contracts—often at the same time—including: Katrina debris removal for the City of Biloxi; Hurricane Wilma debris removal for the City of Palm Beach Gardens, FL; Katrina debris removal for the Parish of Terrebonne, LA; and the installation of over 22,000 temporary roofs on private residences in two states under two separate "Blue Roof" contracts with the U.S. Army Corps of Engineers (USACE).

Our successful experience in multiple response situations as well as our substantial resources and teaming relationships, assures that Ceres performance on this project will be to the Client's utmost satisfaction.

Ceres' management has demonstrated its commitment to safe operations. Safety is a key component of our company. We bring this emphasis to our debris management work as shown by four important awards. We were a 2015, 2011 and 2009 Recipient of the National Safety Council (NSC) Occupational Excellence Achievement Award. This award recognizes outstanding safety achievements among its members and is designed to help promote the prevention of workplace injuries and illnesses. In

2010, we received a Perfect Record Award for operating an entire year without occupational injury or illness and a Million Mile Club award for driving without a Preventable Incident.

In 2007, Ceres received the Million Work Hours award from the NSC. The award is for 1,000,000 work hours without occupational injury or illness involving days away from work during our Hurricane Katrina debris work.

In 2008, Ceres performed sixteen separate debris removal missions following ice storms, flooding, and hurricanes Dolly, Gustav and Ike. During the performance of these missions, there were zero lost time injuries.

Ceres' management has demonstrated its commitment to superior performance and customer satisfaction. When Winter Storm Pax struck the southeast in 2014, Ceres' pre-event debris management contract with Columbia County, GA was activated. Ceres responded immediately, mobilizing a work force capable of removing the more than 600,000 cubic yards of debris left behind by the late winter ice storm. During the project, Ceres not only provided the debris management necessary, but also assisted with FEMA documentation and provided zone maps of the County to keep the public informed. Columbia County, at the end of the project, said of Ceres, "From the first day to the last day of our project, they performed their work in an admirable and cooperative manner."

During 2005, Ceres' pre disaster event contracts with Terrebonne Parish, LA and Palm Beach Gardens, FL were activated in response to Hurricanes Katrina and Wilma. Ceres had management staff on the ground before either hurricane made landfall. Katrina and Rita work in other places already had Ceres fully mobilized and in the midst of moving millions of cubic yards of debris and installing thousands of temporary roofs in Mississippi and Florida. Nevertheless, the City of Palm Beach Gardens received such a high level of service that they evaluated Ceres' performance as "Exceptional."

Ceres' management has demonstrated a high level of capability and adaptability. During its performance of Hurricane Georges recovery work for the USACE in Puerto Rico, Ceres rapidly mobilized equipment and personnel from the mainland and operated 17 temporary reduction sites over an area of 3,000 square miles across the island of Puerto Rico. Eventually, Ceres reduced, processed, and sorted more than 2.3 million cubic yards of debris, while simultaneously hauling and disposing of 1 million cubic yards of debris (and processed material), and installing approximately 3,000 temporary roofs. Ceres handled this challenging project despite the fact that it was Ceres' first project in a place where English was not the native language; and where qualified subcontractors did not exist. Ceres management responded with multi-lingual project leadership, who hired and directly managed more than 1,400 local employees. This project earned a high customer evaluation.

Ceres' personnel are trained in FEMA regulations and are schooled in the use of FEMA Public Assistance Debris Management Guide FEMA 325, as well as additional resource books Public Assistance Guide FEMA 322 and Public Assistance Policy Digest 321. Ceres personnel are also familiar with the Public Assistance Program and Policy Guide, as well as 2 CFR Part 200 Procurement Standards.

Financial Stability

Ceres' excellent financial stability means that it can provide performance and payments bonds from treasury-listed carriers in amounts in excess of $400M per single project. During the 2005 storm season, Ceres provided bonds for three concurrent Army Corps hurricane response projects with contract award amounts of $1B, $60M, and $50M. Ceres has unrivalled access to the levels of working capital necessary to keep its promises and handle the biggest and most complex jobs.

Owned Equipment

Ceres owns more than 500 pieces of disaster response equipment. Ceres invests heavily in owned equipment because it assures rapid response times and provides additional flexibility as well as direct management control.

Because of its extensive company-owned fleet, Ceres can send equipment and personnel to respond to a disaster regardless of the availability of subcontractors. On a 2002 storm debris project, for Kansas City, MO, Ceres provided equipment for a project requiring completion within 16 days of contract award (the first pass required hauling over 500,000 cubic yards). Ceres successfully met the 16 day first pass deadline and the Kansas City Project Manager in charge won an award for his outstanding disaster response performance.

Ceres owns all the life support equipment needed for supporting its own personnel including: mobile living quarters, food supply, large potable water supply tanks, and large septic storage systems. These systems have saved valuable management time in responses to such higher category storms as Katrina. Ceres also has available life support systems for project-wide support and Government personnel. In Ceres' Jefferson Parish, LA response following Katrina, for example, Ceres provided total life support for more than 400 people, and subcontractor fueling services for enough equipment to move 70,000 CY of debris per day.

Ceres owns four self-contained office trailers including satellite internet connections and satellite phones as well as additional loaner satellite cell phones for the customers' management teams. Ceres regularly supplies rental satellite phone service to its clients.

Trusted Subcontractors

Ceres maintains one of the industry's largest networks of pre-screened and fully qualified subcontractors, including local vendors and preferred vendors. Our subcontractors are evaluated on many levels, including past performance, equipment and personnel availability, mobilization timeframes, insurance, and cost. Ceres knows that a big part of local recovery is economic, so Ceres always strives to employ qualified local labor. The subcontractors are also grouped in Response Regions based on distance from Coral Gables's service area in order to facilitate contacts if and when pre-event mobilization plans are activated.

It is the formal policy of Ceres to utilize local subcontract services in the performance of the proposed contract to the maximum extent possible. In the emergency disaster response and recovery activities carried out under the contract, preference will be given, to the extent feasible and practicable, to those organizations, firms, and individuals residing or doing business primarily in the area affected by such major disaster or emergency. Ceres recognizes the advantages obtainable by utilizing other responsible and experienced firms capable of furnishing specialty services and products of high quality, but first priority will be given to those subcontractors who are from the area or regularly do business there. During Ceres' Army Corps contracted disaster relief response in the state of Louisiana following Hurricane Katrina, local contractors received 55.9% of the total dollars paid to Ceres.

In accordance with Ceres Corporate policies, it is our practice to use Local and other Small Businesses (SB) and also HUBZone, Veteran-Owned (VO), Service Disabled Veteran-Owned (SDVO), Small Disadvantaged (SDB), Women-Owned (WOSB), Historically Black Colleges and Universities (HBCU), and Minority Institutions (MI) for the provision of equipment, labor, services, and supplies to the maximum extent possible. In our most recent reporting on our federal contracts, we exceeded our goals in each of the applicable categories. This report shows that Ceres paid Small Business Concerns 75.6% of the total dollars, with 12.0% going to SDBs, 13% to WOSBs, 3.3% to HUBZone SBs, 11% to VOs, and 9.5% to SDVOs.

While Ceres' database of screened and qualified subcontractors consists of over 5,000 firms from all across the country, Ceres intends to draw from a more select list of regionally based subcontractors to provide the highest level of performance, including rapid mobilization. Other firms that have shown exemplary performance standards in previous disaster recovery efforts are included in this list.

In Ceres' subcontractor registration process, all potential firms are required to demonstrate their knowledge of the disaster recovery process, including safety, knowledge of FEMA related topics, eligible debris, etc. After careful scrutiny, the firms that meet Ceres' rigorous standards are added to the list of preferred subcontractors. Additionally, after each disaster recovery project, Ceres managers go through a complete performance evaluation of each subcontractor that worked on the project.

All subcontractors have been screened through the Excluded Parties List System and only those shown to have no history on the list will be chosen for this project.

II.i.3 Professional Development Program

Ceres Environmental Services, Inc. is staffed by professionally trained individuals with more than 200 collective years of experience in disaster recovery management. Ceres provides regular on-going training for field employees as well as our professional staff. Ceres' superintendents carry the following certifications and formal training: U.S. Army Corps of Engineers-certified in Construction Quality Management; FEMA NIMS; 30-hour Construction Safety accreditation; and Hazwoper 40-hour training. Selected Superintendents also have training in asbestos and lead abatement. Ceres also provides its employees with outside disaster response training through FEMA-sponsored courses.

As part of the Company's dedication to quality and safety, many of Ceres' management staff are also certified in Emergency Management by FEPA; are Red Cross certified in first aid; and have completed OSHA's 40-hour safety training course.

Ceres' personnel are trained in FEMA regulations and are schooled in the use of FEMA Public Assistance Debris Management Guide FEMA 325, as well as additional resource books Public Assistance Guide FEMA 322 and Public Assistance Policy Digest 321. Ceres personnel are also familiar with the Public Assistance Program and Policy Guide, as well as 2 CFR Part 200 Procurement Standards.

Further to the above, Ceres Safety Officers possess a variety of qualifications including: OSHA 10-hour and 30-hour training certifications and CPR certifications. Ceres' full time field employees have CPR/First Aid/AED training. Finally, Ceres augments staff FEMA experience with certified FEMA training classes for its general management.

Debris Training Program

This section discusses the training requirements for all Ceres employees regarding Debris Removal and DMS Management, known as "Debris Training."

The Project Manager or his designee is responsible for the following:

- Implement and administer initial and refresher training programs.
- Determine the appropriate facility-specific training and/or orientation/briefing needed for each employee.
- Ensure employees attend required facility specific training and/or orientation/briefing.
- Ensure employees are assigned positions for which they have received training and/or orientation/briefing.

Project First Line Managers/Foremen are responsible for the following:

- Determine the appropriate facility specific training needed for each employee.
- Ensure employees are only assigned positions for which they have been trained or orientated/briefed, as applicable.

Initial Training Requirements

There are no educational or experience entry requirements for Debris Training. Comprehension of the English language is required to attend the Debris Training. Comprehension is validated by the successful completion of this training program.

The first step in Debris Training is the designation of an employee as a Debris employee.

Training Program Description

The Initial Debris Training Course uses a qualification card that includes a required 90-minute training session that covers review of the FEMA Debris Management training book E/G202, Units 7 and 8 (respectively "Debris Management Site Evaluation and Operation" and "Debris Monitoring") and an initial safety indoctrination.

Debris Training must be completed prior to assignment and at least every two years thereafter. After the initial 90-minute training/orientation, further project-specific training is conducted by the employee's immediate supervisor and is conducted on-the-job.

Facility specific training will be conducted regarding the TDSR Site. Topics will include: Fire Prevention, Spill Prevention, Hazardous Materials Handling, Safe Operation of Heavy Equipment, Personal Protective Equipment, and Activity Hazard Analysis training.

Job Descriptions that require specific training are as follows:

Project Superintendent

Trained by the Project Manager:

- Safety
- Traffic Control
- Personnel Management
- Debris Segregation
- Collection
- Grinding and Hauling Operations

CERES_020

Additional training includes:

Hazardous Waste
- Identifying household and other hazardous waste
- Segregation and handling of materials in accordance with contract requirements

Documentation (Reports)
- Work location
- Contract information
- Daily & cumulative hours
  - Equipment usage
  - Man-hours
  - Cubic yards collected per assigned area

Grinding/Burning Site Superintendent

Trained by the Project Manager:

- Safety
- Traffic Control
- Heavy Equipment Operations
- Personnel Management
- Debris Segregation
- Collection
- Grinding and Hauling Operations

CERES_021

Additional training includes:

Hazardous Waste
- Identifying household and other hazardous waste
- Segregation and handling of materials in accordance with contract requirements

Documentation (Reports)
- Work location
- Contract information
- Daily & cumulative hours
  - Equipment usage
  - Man-hours
  - Cubic yards reduced per assigned area

Foreman

Trained by the Project Manager or Site Superintendent:

- Safety
- Traffic Control
- Heavy Equipment Operations
- Personnel Management
- Debris Segregation
- Collection
- Grinding and Hauling Operations

CERES_022

Crew Leader, Truck Driver, Operator, Laborer

Pre-skilled in functional areas, Separate training and evaluation

Additional project specific training includes:

- Safety
- Traffic Control
- Heavy Equipment Operations
- Personnel Management
- Debris Segregation
- Collection
- Grinding and Hauling Operations

CERES_023

For information on Employee Certifications received as a result of these training opportunities, please refer to **II.ii.1, Key Personnel Overview, Resumes, and Certifications**.

II.i.4 Conflict of Interest

Ceres Environmental Services, Inc. has no vested interest in a debris monitoring contract or contractor(s) with the City. There is no conflict of interest between Ceres and any debris monitoring contractor(s). Neither Ceres nor any employee thereof has a conflict of interest, either direct or indirect, in connection with the services sought herein pursuant to Federal and state law.

II.i.5 Financial Resources

Ceres Environmental Services, Inc. can provide performance and payment bonds from an 'A'-rated, treasury-listed carrier in amounts in excess of $500 million per project. With substantial liquid working capital and additional credit lines available, a lack of financial resources is never an obstacle for Ceres.

Ceres has an established, solid 20-year banking relationship with Wells Fargo Bank as well as other financial institutions. Financial concerns such as short-term cash flow are not an obstacle for Ceres. The company is able to perform work with its own funds and the timing of payments from customers is a non-issue for the corporation. On the Hurricane Katrina Project, Ceres had up to $140 million in open invoices to the USACE, without an interruption in work performance or delays in payments to the subcontractors.

Audited Financial Statements Confidential and Proprietary
2016 – 2015 Ceres Environmental Audited Financial Statements (Included in **separate, sealed envelope**)

Please note that Ceres is a privately-held corporation that is not otherwise required to disclose financial information to the general public. Our Audited Financials are therefor considered Trade Secrets and are labeled as Confidential & Proprietary and one copy is enclosed in a separate, sealed envelope.

Bank of Record (Letter Attached):
Wells Fargo
Sixth and Marquette
Minneapolis, MN 55479
612-667-5099 telephone

Surety Company Contact (Letter Provided in Tab II, Part I, Section 6):
Ted Jorgensen
Liberty Mutual Insurance Company
150 S 5th Street, Ste. 2800
Minneapolis, MN 55402
612-349-2464 telephone

Insurance Company Information (Proof of Insurance Attached):
Tyler Simmons
Christensen Group - IRI
11100 Bren Road West
Minnetonka, MN 55343
952-653-1000 telephone

John Budziszewski
Relationship Associate

Middle Market Banking
Sixth Street & Marquette Ave
MAC N9305-187
Minneapolis, MN 55479
(612) 667-5188 Office
(612) 667-4144 Fax
John.budziszewski2@wellsfargo.com

January 18, 2017

Ceres Environmental Service
3825 85th Ave N Ste B
Brooklyn Park MN 55443-2060

To Whom It May Concern:

Please be advised that Ceres Environmental Services ("Ceres") and related entities with common ownership interests have maintained an excellent account relationship with Wells Fargo Bank, N.A. and affiliates ("Bank") since 1996, and are highly valued customers of the Bank.

Ceres Environmental Services, Inc. and related entities with common ownership interests have average twelve month funds on deposit with Wells Fargo Bank in excess of $8,000,000.00.

These and all other accounts and services have been handled in a highly satisfactory manner. Please feel free to direct any further questions to me at the address or telephone number above.

Thank you,

John Budziszewski
Relationship Associate
Wells Fargo Bank N. A.

Together we'll go far

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 9/5/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Christensen Group Insurance
11100 Bren Road West

Minnetonka MN 55343

CONTACT NAME: Kelly Preston
PHONE (A/C, No, Ext): (952)653-1000 FAX (A/C, No): (952)653-1101
E-MAIL ADDRESS: kpreston@christensengroup.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Old Republic General Insurance	24139
INSURER B : Westchester Fire Insurance Co	
INSURER C : Evanston Insurance Company	03759
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
CERES ENVIRONMENTAL SERVICES, INC.
6968 Professional Pkwy East

Sarasota FL 34240

COVERAGES CERTIFICATE NUMBER: 17-18 - LIAB - FL - REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT LOC			A5CG11261701 General Liability Deduct $10,000	9/01/2017	9/01/2018	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 300,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
A	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS			A5CA11261701	9/01/2017	9/01/2018	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 2,000,000 $ $ $ $
B	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $			G46808848001	9/01/2017	9/01/2018	EACH OCCURRENCE AGGREGATE	$ 10,000,000 $ 10,000,000 $
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		Policy includes Longshore Harbor Endt for FL A5CW11261701	9/01/2017	9/01/2018	Y WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
C C	Contractors Pollution Prof Liab/Claims Made			17CPLOMW40040 17CPLOMW40040 $100K Ded	9/01/2017 9/01/2017	9/01/2018 9/01/2018	Per Occ/Agg Limits: Limit: (retro date 8/18/14)	$10,000,000 $10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

PROOF OF COVERAGE
XXXXXXXXXXXXXX
XXXXXXXXXXXXXX
XXXXXXXXXXXXXX

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Tyler Simmons/KP

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Liberty Mutual

Liberty Mutual **Surety**

April 2, 2018

City of Coral Gables
405 Biltmore Way
Coral Gables, FL 33134

Re: Surety Bond Commitment
Ceres Environmental Services, Inc. (3825 85th Ave. N., Brooklyn Park, MN 55443)
RFP # 2018-009; Disaster Debris Removal Services

To Whom It May Concern:

I am pleased to advise you that Liberty Mutual Insurance Company has approved the issuance of performance and payment bonds equal to One Hundred Percent (100%) of the contract amount to the City of Coral Gables, FL for Ceres Environmental Services, Inc. This performance and payment bond will be for the successful completion of the work set forth in **RFP #2018-009; Disaster Debris Removal Services.** Ceres Environmental Services, Inc. is approved to provide bonds for single projects up to $500 million.

Liberty Mutual Insurance Company is a surety or insurance company currently listed on the U.S. Department of the Treasury Financial Management Service list of approved bonding companies which is published annually in the Federal Register, with at least an A-rating in the latest printing of the A.M. Best's Key Rating guide to write individual bonds up to ten (10) percent of policyholders' surplus as shown in the A.M. Best's key rating guide and is licensed to issue surety bonds in the State of Florida.

If Ceres Environmental Services, Inc. is the Successful Proposer on this contract, the initial performance and payment bonds will be issued in an amount equal to One Hundred Percent (100%) of the contract amount per **RFP #2018-009; Disaster Debris Removal Services** documents and/or contract requirements to the City of Coral Gables, FL.

This letter constitutes our commitment based upon information and documentation you have submitted. Any obligation to issue the performance and payment bond will arise only upon the satisfactory preparation, execution and delivery of documentation in form and substance satisfactory to our company. This commitment is valid for a period of twelve (12) months from the execution date of the contract and a new letter will be provided on an annual basis throughout the term of the contract.

Sincerely,

Sandra M. Engstrum

Sandra M. Engstrum
Attorney-in-Fact
Liberty Mutual Insurance
2854 Highway 55, Suite #250
Eagan, MN 55121

THIS POWER OF ATTORNEY IS NOT VALID UNLESS IT IS PRINTED ON RED BACKGROUND.
This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Certificate No. 7967012

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company West American Insurance Company

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Colby D. White; Melinda C. Blodgett; R. C. Bowman; R. Scott Egginton; Sandra M. Engstrum; R. W. Frank; Ted Jorgensen; Joshua R. Loftis; Kurt C. Lundblad; Brian J. Oestreich; Jerome T. Ouimet; Craig Remick; Nicole Stillings; John E. Tauer; Rachel Thomas; Lin Ulven; Emily White

all of the city of Minneapolis, state of MN each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 21st day of December, 2017.

THE OHIO CASUALTY INSURANCE COMPANY INCORPORATED 1919 NEW HAMPSHIRE
LIBERTY MUTUAL INSURANCE COMPANY INCORPORATED 1912 MASSACHUSETTS
WEST AMERICAN INSURANCE COMPANY INCORPORATED 1991 INDIANA

The Ohio Casualty Insurance Company
Liberty Mutual Insurance Company
West American Insurance Company

By: David M. Carey
David M. Carey, Assistant Secretary

STATE OF PENNSYLVANIA ss
COUNTY OF MONTGOMERY

On this 21st day of December, 2017, before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.

TERESA PASTELLA COMMONWEALTH OF PENNSYLVANIA NOTARY PUBLIC

COMMONWEALTH OF PENNSYLVANIA
Notarial Seal
Teresa Pastella, Notary Public
Upper Merion Twp., Montgomery County
My Commission Expires March 28, 2021
Member, Pennsylvania Association of Notaries

By: Teresa Pastella
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV – OFFICERS – Section 12. Power of Attorney. Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII – Execution of Contracts – SECTION 5. Surety Bonds and Undertakings. Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 2nd day of April, 2018.

THE OHIO CASUALTY INSURANCE COMPANY INCORPORATED 1919 NEW HAMPSHIRE
LIBERTY MUTUAL INSURANCE COMPANY INCORPORATED 1912 MASSACHUSETTS
WEST AMERICAN INSURANCE COMPANY INCORPORATED 1991 INDIANA

By: Renee Llewellyn
Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

To confirm the validity of this Power of Attorney call 1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day.

LMS_12873_022017

II.II EXPERIENCE AND QUALIFICATIONS OF KEY PERSONNEL

II.ii.1 Key Personnel Overview, Resumes, and Certifications

Ceres Environmental Services, Inc. has 260 employees, more than 60 of whom are professional staff. Many of our staff hold degrees in areas such as Structural and Civil Engineering, Business Administration, Forestry, Geology, Science, and Accounting. As part of the Company's dedication to quality and safety, many of Ceres' management staff are U.S. Army Corps of Engineers-certified in Construction Quality Management; are FEMA-certified in NIMS; are Red Cross-certified in first aid; and have completed OSHA's 40-hour safety training course. Ceres' management has worked extensively on FEMA-reimbursed contracts, and has demonstrated its ability to respond to large-scale events.

Ceres will provide exceptionally qualified personnel to lead the efforts for any event occurring for which our services are required. The following core team will be assigned to Coral Gables for the life of the contract. Additional personnel will be assigned based on the size and severity of an event affecting Coral Gables.

Mr. Bruce Whitten will be the Operations Manager for the City of Coral Gables. Mr. Whitten has been involved in debris management and disaster recovery services for 13 years. His work has ranged from demolition of residential and commercial sites after Hurricane Katrina to quality control for the U.S. Army Corps of Engineers to environmental sampling and monitoring after Hurricane Isaac. He is FEMA-certified in Debris Operations and the Incident Command System. He is also a FEMA-certified Disaster Housing Inspector. His responsibilities include direct supervision of a project and ensuring compliance with all safety and quality control regulations. Mr. Whitten brings strong organizational skills and the ability to motivate to any job.

Mr. Stanley Bloodworth will be the Project Manager assigned to Coral Gables. Mr. Bloodworth has more than 35 years of Project Management experience in the construction and disaster recovery industry. His professional career includes a 25-year tenure with the U.S. Army Corps of Engineers, where he held a variety of construction coordination and management roles. After leaving the Corps, he entered the private disaster recovery industry serving as a project/program manager, senior project manager, operations manager and vice president of operations. He is a highly-skilled, boots-on-the-ground manager of disaster recovery projects, specifically those requiring expertise related to removal, reduction and final disposition of vegetative, construction, demolition and hazardous debris.

Mr. Karl Dix will be the FEMA Reimbursement Specialist assigned to Coral Gables. Mr. Dix experience includes project management; quality control of operational and administrative functions to ensure FEMA eligibility, compliance with State regulations and adherence to contract specifications; review of FEMA eligibility and processing of FEMA paperwork; training sessions with clients; and development of new record-keeping systems. His responsibilities include developing business relationships with current and potential clients; development of strategic plans; and management of assigned projects. Mr. Dix holds a Bachelor degree in Business Administration from Emory University.

Ms. Tia Laurie, our Subcontractor Manager, is adept at ensuring that our subcontractors and equipment are in place and ready to work when needed. She keeps an extensive list of subcontracts, both local and throughout the country, in case specialty work is required. Ms. Laurie understands the importance of local recovery and knows that it means more than just clearing debris – it means providing jobs in the area. She is expert at finding qualified personnel in any area throughout the United States. Ms. Laurie also provides management in the areas of maintaining and upgrading the subcontractor database, registration process, and evaluation criteria, as well as creating and executing applicable training programs for subcontractors. Ms. Laurie will be immediately available to locate and check the credentials of all required subcontractors and to pre-stage necessary equipment, ensuring that City efforts are well under way within the time frames required.

For more extensive information on the qualifications of Ceres project management team, please see their resumes within this proposal. Resumes of the additional key personnel that will be made available depending on the size and severity of the event are included as well.

If for any reason key personnel named in this proposal are not available for a City of Coral Gables event, or are not acceptable to the City, personnel with equivalent or better backgrounds and skills will be made available and will be presented for approval.

Resumes and Certifications

David A. McIntyre, Sole Shareholder and President

During the last 42 years, Mr. McIntyre has led the successful performance of over 120 FEMA reimbursed contracts distinguishing himself by his ability to efficiently apply capital resources, assemble teams of highly competent people, and provide a high-quality end result for satisfied customers. Mr. McIntyre has led the emergency response operations for hurricanes, ice storms, wind storms, earthquakes, and floods; collecting, transporting, processing, and disposing of millions of cubic yards of storm generated debris and providing temporary roofing installation. Mr. McIntyre has also provided leadership and direction to over 95 construction, demolition, abatement, clearing, and grinding projects for the federal government including U.S. Army Corps of Engineers, U.S. Navy, U.S. Army, U.S. Air Force, U.S. Department of Interior, U.S. Department of Agriculture, LA DOTD, TX DOT, and multiple cities, local municipalities, and public agencies.

PROFESSIONAL EXPERIENCE

- **Hurricanes Hermine and Matthew 2016**. Provided management oversight for over 20 individual projects following Hurricane Hermine in September and Hurricane Matthew in October.
- **Louisiana Flooding 2016**. Provided management oversight for Ceres response to Louisiana floods in August following heavy rains.
- **Oklahoma Storms 2015**. Provided management oversight to Ceres response to Winter Storms Cara and Goliath. Ceres responded to six different jurisdictions in Oklahoma.
- **Livingston Parish Waterway Cleanup 2015**. Management oversight for Ceres response during the removal of vegetative, C&D and white goods debris removal in Louisiana.
- **Alabama Tornadoes 2014**. Management oversight for Ceres response in several Alabama cities damaged by May tornadoes. Ceres provided removal and disposal services for eligible debris.
- **Winter Storm Pax 2014**. Management oversight for Ceres response in Georgia and North Carolina. Ceres provided removal and disposal of storm-related debris in both states.
- **Winter Storm 2013**. Management oversight for early winter storm in October 2013. Ceres provided removal and disposal of disaster-related vegetative debris in South Dakota.
- **Upper Midwest Ice Storm 2013**. Management oversight for Ceres' response to spring ice storms in South Dakota and Minnesota, including work in rights of way, parks and waterways.
- **Hurricane Sandy 2012-2013**. Management oversight for Ceres response in New York and New Jersey. Ceres performed multiple projects in New York and New Jersey.
- **Hurricane Isaac 2012.** Management oversight of five separate contracts in response to Hurricane Isaac. Ceres provided recovery services to Jefferson Parish, Kenner, Livingston Parish, Denham Springs and St. Bernard Parish.
- **Winter Storm Alfred 2011.** Provided management oversight for response to unseasonal snow-storm in the Northeast. Ceres managed over 320,000 CY of debris in two locations.
- **North Dakota Flooding 2011.** Provided management oversight for emergency levee removal and repair projects after historic flooding in spring of 2011 near Minot, North Dakota. Ceres removed emergency levees and repaired damage to existing levees.
- **Hurricane Irene 2011**. Provided management oversight for response to Hurricane Irene's impact on the Atlantic coast. Ceres managed 120,000 CY of debris in two locations.
- **Alabama Tornadoes 2011.** Provided management oversight for response to record-setting tornadoes that hit the Southeast. Presided over four contracts in Alabama, including management of over 1 million CY of debris in Jefferson County.
- **New Zealand Earthquake 2011– present**. Oversight of response to Christchurch earthquake. Established a New Zealand branch office of Ceres to work in conjunction with the Canterbury Earthquake Recovery Authority (CERA) to provide extensive disaster response services including debris management, design-build seismic stabilization, demolition/deconstruction/implosion services and large scale materials recycling operations. Working as a capital partner, developer and construction manager in the country to help salvage and repair damaged buildings.

- **Haiti 2010-2013**. Oversight of response to the devastating earthquake that hit Haiti in January 2010. Provided management oversight of a survey contract for the International Office on Migration, an $11M landfill management and debris reduction site contract for the Haitian Ministry of Public Works and Communications (MTPTC) and The World Bank, environmental remediation projects for World Vision and new construction in the country.
- **Hurricane Ike 2008**, Presided over debris collection, transportation, and disposal on 11 different contract locations in Texas and Louisiana
- **Hurricane Gustav 2008**, Oversight of collection, transportation, processing, and disposal of over 1.9 million cubic yards of debris; Trimming and removal of hazardous trees in Louisiana
- **Hurricane Dolly 2008**, Provided oversight and management guidance in debris collection, transportation, recycling, and disposal in Texas
- **Hurricane Wilma & Rita 2005**, Directed debris collection, transportation, and disposal; Emergency temporary roofing installation in Florida
- **Hurricane Katrina 2005**, Lead Project Manager for collection, transportation, processing, and disposal of over 13 million cubic yards of debris; Trimming and removal of over 165,000 hazardous trees; Asbestos abatement and demolition of 916 buildings; Decontamination and disposal of over 315,000 white goods in 11 Louisiana Parishes; Emergency temporary roofing installation of over 21,000 buildings in 32 Mississippi counties
- **Hurricane Ivan 2004**, Project Manager in collection, transportation, and disposal of over 680,000 cubic yards of debris including the processing of over 505,000 cubic yards of debris in Florida
- **Hurricane Jeanne & Frances 2004**, Managed the collection, transportation, and disposal of over 404,000 cubic yards of debris in 13 Florida counties
- **Hurricane Charley 2004**, Directed Debris collection, transportation, and disposal; Emergency temporary roofing installation in 4 Florida counties
- **Hurricane Isabel 2003**, Project Management to debris removal and disposal in Virginia
- **Hurricane Floyd 1999**, Lead Project Manager to debris removal and disposal in North Carolina
- **Oklahoma City Tornadoes 1999.** Lead project manager for USACE contract providing debris removal, managing multiple debris sites, and demolishing damaged residential structures.
- **Hurricane Georges 1998**, Presided over collection and disposal of over 2.3 million cubic yards of debris; Management of 17 TDSR sites; Emergency temporary roofing installation on over 3,000 buildings in Puerto Rico.
- **Hurricane Fran 1996.** Project management for USACE contract providing debris removal, reduction and site management.
- **Hurricane Andrew 1992**, Lead Project Manager to debris collection, transportation, and disposal; Provided USACE with 25 new chippers/grinders with 48 hours in Florida

EDUCATION/CERTIFICATIONS

- Graduate coursework in Physics, Chemistry, and Mathematics from the University of Minnesota Institute of Technology and University of Minnesota
- Licensed Florida General Contractor

David A. Preus, Senior Vice President, Project Manager

Mr. Preus has been employed for 19 years with Ceres Environmental Services, Inc. directing the Emergency Management Services Division and providing project management on over 60 FEMA reimbursed disaster recovery contracts including hurricanes, tornadoes, ice storms, wind storms, and floods. Mr. Preus leads and provides overall guidance to the company's Emergency Response Team in the areas of preparatory, mobilization, and implementation of operations. Mr. Preus has participated in 16 USACE emergency recovery contracts with Ceres as prime contractor.

PROFESSIONAL EXPERIENCE

- **Hurricanes Hermine and Matthew 2016**. Provided management oversight for over 20 individual projects following Hurricane Hermine in September and Hurricane Matthew in October. Also worked in the field as project manager after Hurricane Matthew.
- **Louisiana Flooding 2016**. Provided management oversight for Ceres response to Louisiana floods in August following heavy rains.
- **Oklahoma Ice Storms 2015**. Provided management oversight to Ceres response to Winter Storms Cara and Goliath. Ceres responded to six different jurisdictions in Oklahoma.
- **Livingston Parish Waterway Cleanup 2015**. Management oversight for Ceres response during the removal of vegetative, C&D and white goods debris removal in Louisiana.
- **Alabama Tornadoes 2014**. Management oversight for Ceres response in several Alabama cities damaged by May tornadoes. Ceres provided removal and disposal services for eligible debris.
- **Winter Storm Pax 2014**. Management oversight for Ceres response in Georgia and North Carolina. Ceres provided removal and disposal of storm-related debris in both states.
- **Upper Midwest Ice Storm 2013.** Led Ceres' debris management prime contracts in South Dakota and Minnesota, including work in rights of way, parks and waterways.
- **Hurricane Sandy 2012-2013**. Management oversight for Ceres' response in New York and New Jersey. Ceres performed multiple projects in New York and New Jersey as prime contractor.
- **Hurricane Isaac 2012.** Management oversight of five separate contracts in response to Hurricane Isaac. Ceres provided recovery services to Jefferson Parish, Kenner, Livingston Parish, Denham Springs and St. Bernard Parish.
- **Winter Storm Alfred 2011.** Provided management oversight for response to unseasonal snow-storm in the Northeast. Ceres managed over 320,000 CY of debris in two locations.
- **Hurricane Irene 2011**. Provided management oversight for response to Hurricane Irene's impact on the Atlantic coast. Ceres managed 120,000 CY of debris in two locations.
- **Alabama Tornadoes 2011.** Provided management for Ceres' response to record-setting tornadoes as Ceres hauled 1,191,553 CY of debris, reducing the vegetative portion by grinding.
- **Haiti Earthquake 2010-2013**. Project Manager working with the International Organization for Migration on camp population and needs. Managed transitional housing prototypes. Participated in World Bank-financed 4.15 million CY rubble recycling project.
- **Hurricane Ike 2008**, Project management and operations management in 3 counties in Texas to clear and haul hurricane debris under Ceres' USACE ACI contract.
- **Hurricane Gustav 2008**, Project oversight for three contracts totaling over 2,000,000 cubic yards for debris removal and disposal, trimming and removal of hazardous trees, and removal and disposal of white goods in Louisiana.
- **Hurricane Katrina 2005**, Project Manager for emergency temporary roofing installation on more than 21,000 homes and buildings throughout 32 MS counties. Assisted in removal of over 13 million cubic yards of debris throughout 11 LA Parishes.

EDUCATION/CERTIFICATIONS

- General Management Program, Harvard Business School, Boston, MA, completed May 2014
- MBA, University of Minnesota Carlson School of Management
- Bachelor's degree, History, University of Minnesota
- Department of Homeland Security GS-202, Debris Management
- USACE CQM, FEMA IS-100, and First Aid/CPR certified

Stanley D. Bloodworth, Project Manager

Mr. Bloodworth has more than 35 years of Project Management experience in the construction and disaster recovery industry. His professional career includes a 25-year tenure with the U.S. Army Corps of Engineers, where he held a variety of construction coordination and management roles. After leaving the Corps, he entered the private disaster recovery industry serving as a project/program manager, senior project manager, operations manager and vice president of operations. He is a highly-skilled, boots-on-the-ground manager of disaster recovery projects, specifically those requiring expertise related to removal, reduction and final disposition of vegetative, construction, demolition and hazardous debris.

PROFESSIONAL EXPERIENCE

- **Louisiana Floods 2016**. Project Manager for Livingston Parish project involving clean-up following heavy rains and flooding in Louisiana in August 2016.
- **Texas Floods 2016**. Project Manager in Bastrop County following flooding in the county.
- **Winter Storm Goliath 2015**. Project Manager for clean-up of several cities and counties under the Oklahoma Emergency Management Authority following Winter Storm Goliath over Christmas 2015.
- **Winter Storm Pax 2014**. Operations Manager for Columbia County clean up after Winter Storm Pax. Managed removal and disposal of over 500,000 CY of debris.
- **June Microburst Storm 2013**. Project Manager for cleanup project of debris and tree removal in Albemarle, NC following a summer microburst storm.
- **U.S. Army Corps of Engineers 2006-2011**. Numerous large-scale U.S Army Corps of Engineers, multiple state DOT and municipality debris removal and heavy construction contracts. Specifically two debris removal and one heavy construction contract with the Minneapolis-St. Paul District Army Corps of Engineers. These USACE contracts were part of the recovery effort following the Mouse River Flood of Spring 2011 in Minot, North Dakota Duties required and successfully-completed, included constant, 24/7 communication and availability with the Minot, USACE Disaster Recovery field office and its project engineer and contracting officer. Possessed complete knowledge and responsibility of all contract operation management functions. Retained full authority as company officer to commit to any/all requirements of the contracts including preparation, negotiation and execution of any additional contracts or change order/modifications. Managed preparation and implementation of all aspects of Quality Control, Accident Prevention, Regulatory and Operation Planning. Worked closely with local and state officials to insure all proper permits and licenses were requested and in place prior to and during performance of these contracts. Supervised subordinate managers.
- **2004 – 2006: Program/Project Manager** for Disaster Recovery Operations where he served on numerous disaster recovery contracts including:
    - 2004 Hurricane Charley Tampa, Orlando, Deltona, Daytona, Florida
    - 2004 Hurricane Frances, Tampa, Daytona, Jacksonville, FL
    - 2004 Jeanne, Daytona, FL
    - 2004 Tropical Storm Ivan, Perdio Key, FL/Pensacola Beach, FL
    - 2004 Tropical Storm Dennis,
    - 2005 Hurricane Katrina, Louisiana
    - 2005 Hurricane Wilma, Miami
    - 2008 Hurricane Ike, Galveston, TX

EDUCATION/CERTIFICATIONS

- Holds and has held numerous USACE certifications including: CQM, materials laboratory technician, flexible pavement and concrete inspection, nuclear density operator, civil engineering technician
- OSHA 30
- CPR/First Aid
- Coursework, University of Mississippi

Karl A. Dix, III, FEMA Liaison, Project Superintendent

Mr. Dix's experience includes project management; quality control of operational and administrative functions to ensure FEMA eligibility, compliance with State regulations and adherence to contract specifications; review of FEMA eligibility and processing of FEMA paperwork; training sessions with clients; and development of new record-keeping systems. His responsibilities include developing business relationships with current and potential clients; development of strategic plans; and management of assigned projects.

PROFESSIONAL EXPERIENCE

- **Southeast Tornadoes 2017**. Operational oversight for debris removal and disposal project in the City of Albany, GA.
- **Hurricane Matthew 2016**. Project Manager for Charleston County, SC and Bald Head Island, NC debris removal and disposal projects following Hurricane Matthew in October.
- **Hurricane Hermine 2016**. Project Manager for Glynn County, GA debris removal and disposal project.
- **Oklahoma Ice Storms 2015**. Quality control and assurance for debris removal and disposal projects for Oklahoma Emergency Management Authority, Oklahoma City, and Warr Acres following severe winter storms.
- **Winter Storm Ulysses 2014**. Quality control and quality assurance for NCDOT project resulting in the removal and disposal of 300,000 cubic yards of ice storm debris. Reviewed contract for FEMA eligibility and ensured overall project performance to contract specifications.
- **Winter Storm Pax 2014**. Quality control and quality assurance for Columbia County, GA project resulting in the removal and disposal of 500,000 cubic yards of ice storm debris. Reviewed contract for FEMA eligibility, drafted FEMA compliant inter-local agreements and ensured performance of the project to contract specifications.
- **Black Forest Fire 2014**. Project support for El Paso County, CO contract resulting in the removal of over 1,500 fire-damaged trees. Provided operational planning in support of the PM.
- **Mississippi/Alabama Tornadoes 2014**. Quality control and quality assurance to 4 projects resulting in the removal and disposal of 200,000 cubic yards of tornado debris. Oversaw contract negotiations and reviewed contract for FEMA eligibility.
- **Hurricane Sandy 2012-2013**. Program lead, project administration, safety and support for multiple projects in NJ and VA. Removed roughly 150,000 CYs across all projects.
- **Hurricane Isaac 2012**. Program lead, project administration, safety and support in response to Hurricane Isaac. Removed over 1,000,000 CY of debris from Mississippi River levees in Plaquemines Parish.
- **Virginia Derecho 2012**. Program lead/project manager for debris site management, grinding and disposal following a derecho event impacting Virginia.
- **North Dakota Flooding 2011**. Program lead, project administration for USACE emergency debris removal and mobile home group site construction missions after historic flooding in spring of 2011 near Minot, North Dakota.
- **Hurricane Irene 2011**. Program lead, project administration, safety and support for response to Hurricane Irene's impact on the Atlantic coast. Removed over 110,000 CY of debris on 5 projects.
- **Alabama/Tennessee Tornadoes 2011**. Program lead, project management and administration, safety and support for three debris projects and one haul and install THUs in response to the April tornadoes. Removed over 240,000 CY across two municipal projects.
- **North Carolina Tornadoes 2011**. Program lead, project management and administration, safety and support for response to NC tornadoes on 3 separate projects. Removed over 130,000 CYs of disaster debris.

EDUCATION/CERTIFICATIONS

- Bachelor of Business Administration, Emory University
- Master's of Science in Threat and Response Management, University of Chicago (in progress)
- FEMA IS 100, 631, 632, 700, 701, 703, 800

Tia Laurie, Subcontractor Manager

Tia Laurie provides a background in several fields including quality control, construction, logistics, purchasing, and contracting. Certified in Construction Quality Management by USACE, Ms. Laurie has served in supporting roles on several missions. Additionally, Ms. Laurie is responsible for the overall subcontractor response to all disaster response and recovery missions. She manages the overall development and maintenance of relationships with subcontractors specifically in local areas of pre-event contracts and competitive pricing. Ms. Laurie also provides management in the areas of maintaining and upgrading the subcontractor database, registration process, and evaluation criteria, as well as creating and executing applicable training programs for subcontractors.

PROFESSIONAL EXPERIENCE

- **Hurricanes Hermine and Matthew 2016**. Subcontractor Manager for over 20 contracts in Florida, Georgia, South Carolina, and North Carolina following two hurricanes in September and October.
- **Louisiana Floods 2016**. Subcontractor Manager for Ceres response to August floods in Louisiana.
- **Winter Storm Cara and Goliath 2015**. Subcontractor Manager for debris removal and disposal projects in Oklahoma following winter storms.
- **Alabama and Mississippi Tornados 2014**. Subcontractor Manager for four separate tornado recovery projects in Kimberly, Adamsville, and Graysville, Alabama as well as Lee County, MS.
- **Winter Storm Pax and Ulysses 2014**. Subcontractor Manager for Columbia County, GA and NC DOT ice storm recovery; Recruited and subcontracted companies for hauling, tree work, and grinding.
- **Hurricane Sandy 2012-2013**. Subcontractor Manager recruiting local subcontractors and vendors for Ceres response in New York and New Jersey.
- **Hurricane Isaac 2012.** Subcontractor manager for five separate contracts in response to Hurricane Isaac. Ceres provided recovery services to Jefferson Parish, Kenner, Livingston Parish, Denham Springs and St. Bernard Parish.
- **Winter Storm Alfred 2011.** Subcontractor Manager for response to unseasonal snow-storm in the Northeast. Ceres managed over 320,000 CY of debris in two locations.
- **Hurricane Irene 2011:** Subcontractor Manager for Greenville, NC response and recovery efforts. Recruited local and specialty subcontractors for hurricane debris cleanup.
- **Alabama Tornadoes 2011.** Subcontractor Liaison; recruited local and specialty subcontractors and vendors to provide services for tornado cleanup.
- **Haiti Earthquake 2010**. Subcontractor Liaison identifying specialist organizations & sea transport.
- **Ice Storms 2009**, Subcontractor Liaison identifying and coordinating qualified subcontractors for debris removal from county rights-of-ways in Kentucky.
- **Hurricanes Dolly, Gustav and Ike 2008,** Subcontractor Liaison screening and coordinating qualified subcontractors for debris removal, processing and disposal operations.
- **Floods 2008**, Subcontractor Liaison identifying and coordinating qualified subcontractors for debris removal due to Cedar River flooding in Iowa.
- **Military Stars, Orion International 2007-2008**, Account Executive researching, identifying, and capturing of new clients providing opportunity for hiring of transitioning military personnel.
- **Centex Homes 2005-2007**, Purchasing Agent managing contract negotiations for residential communities; Management of land developers, architects, and general contractors.
- **U.S. Army Corps of Engineers, Captain 1999-2005**, Battalion Logistics/Supply Officer, Detachment Commander, Company Executive Officer, and Topographic Platoon; **awarded Bronze Star Medal for her bravery and meritorious service** with USACE.

EDUCATION/CERTIFICATIONS

- Master's degree, Engineering Management, University of Missouri (Rolla)
- Bachelor's degree, Engineering Management, U.S. Military Academy, West Point, New York
- Engineer-In-Training (EIT/FE): Registered in New York, 1999
- FEMA certified IS-10, ICS-200, IS-102, IS-632, NIMS IS-700
- USACE CQM certified
- Red Cross Disaster Services certified

Kerry Kennedy, Project Manager

Mr. Kennedy has 10 years of Project Management experience serving for numerous civil and environmental military and civil work projects of varying sizes and scopes. Mr. Kennedy worked as a U.S. Army Corps of Engineers Liaison Officer and Contingency Planner to a US Combatant Command. Mr. Kennedy have managed multiple budgets, schedules and procurement strategies for numerous projects simultaneously.

PROFESSIONAL EXPERIENCE

- **Project/Program Manager, City of Virginia Beach, June 2016 – Present.** Assigned as Project Manager within the Coastal Engineering section of the Public Works, Water Resources Division. Served as a PM for several Coastal Engineer projects. Served as the Engineering Department United Way Representative. Conducted numerous public meetings and briefings working closely with community leaders
- **Project/Program Manager, US Army Corps of Engineers, April 2015 – June 2016.** Building Project Delivery Teams (PDT) for diverse civil and military projects. Managing projects using PMBP with emphasis on the development and use of PMPs for every project. Monitoring project execution and measure progress/success against USACE, NAO and PMP Metrics. Developing and managing Resource Plans for all projects. Allocate funds to functional elements and monitor costs monthly to assure costs do not exceed allocation.
- **Project Manager, US Army Corps of Engineers, January 2014 – April 2015**. Project manager, assigned to more than 11 projects. Lead Project Delivery Teams toward award of a dredging contract in Wachapreague VA., Hoskins Creek and Appomattox River. Assigned additional duty to conduct Fleet Recapitalization Analysis that resulted in a Course of Action brief to the Commander and adoption of the process by HQ, USACE.
- **Senior Exercise/Contingency Planner/Liaison Officer, US Army Corps of Engineers, November 2001 – January 2014.** Assigned to HQ, US Army Corps of Engineers (USACE) with duty at Hampton Roads Joint Staff. Coordinated and informed the USACE Operations Center staff/other USACE elements on impact on current and planned joint operations developments, exercises or experiments, as required.
- **Civil and Environmental Engineer, US Army Corps of Engineers, June 1992 – May 2001**. Environmental Project Engineer, Project/Program Manager and Contracting Officer Representative for military, environmental and special projects in the Wright-Patterson AFB Area Office which spanned a 5 state area.
- **Active Duty Military, US Army, July 1981 – June 1992.** Various assignments in Army as well as with USACE, serving as a Project Engineer (Contracting Officer Representative) / Assistant Area Engineer for USACE in 2 districts, Louisville and Nashville.
- **US Army- Reserves, June 1992 – August 2011.** While on reserve status served various positions in Headquarters, USACE, North Atlantic Division, Great Lakes Division and South Atlantic Division.

EDUCATION/CERTIFICATIONS

- Professional Engineer Registration, License #66141, Jul 2001, Ohio
- Master's Degree MS, 1996, Environmental/Civil Engineering, University of California at Los Angeles, GPA 3.5, Total Semester Credit Hours earned: 52,
- Bachelor of Science, 1981, Civil Engineering, University of Texas at Arlington, GPA 3.0, Total Semester Credit Hours earned: 86
- AA, General, 1979, Kemper Military College, GPA 3.7, Total Semester Credit Hours earned: 83

Mascoutah High School, 1977

Mike L. Beevers, Project Manager

Mr. Beevers has been in environmental services for the past 15 years, starting in dirt work and contracting and moving to disaster response and mobile recycling. He has experience managing employees along with hiring, scheduling, and managing subcontractors for large projects, and has responded to disasters such as Hurricane Ike, ice storms in Kentucky, and the 2011 Spring tornadoes in Alabama. During the clean-up in El Paso County, Colorado following the Black Forest Fire, Mr. Beevers worked directly with the County to ensure the project was completed in accordance with FEMA guidelines.

PROFESSIONAL EXPERIENCE

- **Hurricane Matthew 2016.** Project manager for debris removal project in Beaufort County, South Carolina. Oversaw debris collection and removal from County-wide public and private roads and rights-of-way, resulting in over 1,000,000 cubic yards of debris collected.
- **Hurricane Hermine 2016.** Project manager for debris removal project in Taylor County, Florida following a September hurricane. Oversaw collection of vegetative and C&D debris, as well as white goods and household hazardous waste.
- **Louisiana Floods 2016.** Project manager for Ceres response to the City of Zachary following August flooding.
- **Louisiana Levee Construction 2014-2015.** Fleet Logistics Manager for USACE levee construction projects in LA.
- **Winter Storm Pax 2014.** Truck Boss for ice storm clean up in Guilford County, North Carolina.
- **Black Forest Fire 2013.** Superintendent for debris removal following forest fire in El Paso County, Colorado.
- **Upper Midwest Ice Storm 2013.** Project manager/Truck Boss in Rapid City, SD debris removal project as well as mulch haul superintendent. Knuckleboom operator in Minneapolis for stump removal project.
- **2011–2013: Superintendent, Mobile Recycling U.S.A. Gallup New Mexico**. Managed a recycling company with 22 locations within three (3) states: New Mexico, Arizona, and Colorado. Tasks included: Hiring and managing of 40-50 employees, seeking out properties to place mobile recycling units, daily inventory of all goods purchased from all locations, scheduling pick up of all goods brought to the processing plant where materials were separated, processed, and packaged to be sold to brokers.
- **2008-2010: North Valley Dirt Work and Contracting.** Started a Disaster Relief Division through North Valley Dirt Work and Contracting. Responded to Hurricane Ike in 2008, followed by the Kentucky ice storms in 2009, and the 2011 Alabama tornadoes. Equipment included two (2) grapple trucks, three (3) dump trailers. Tasks included: Managing of employees, scouting of areas for cleanup, and operating grapple trucks.
- **2006-2008 North Valley Dirt Work and Contracting.** Opened a commercial development division. Tasks included: 150-200 acres subdivisions, permitting, bidding of projects and managing from start to finish. Managing 25-30 of our own employees along with hiring, scheduling and managing subcontractors to construct the sub-divisions.
- **2005-2007: Beevers Construction**. Founded company and began building custom homes as well. I continued to supervise both companies. Custom Home building tasks consist of: Permitting, construction of the house pads, roadwork, and underground utilities, supervising all subcontractors for the concrete, framing, roofing and interior design of homes until completion.
- **2001-2007: North Valley Dirt Work and Contracting**. Originally supervised 15-20 employees during preliminary dirt work of constructing custom homes and small businesses. Preliminary work consisting of house pads, septic systems, underground utilities, roads and drainage. Tasks included: bidding of jobs, ordering of materials, scheduling, and completing jobs on time.

William Doug Bowen, Corporate Safety Officer

Mr. Bowen serves as the Corporate Safety Officer for Ceres Environmental Services, Inc. Mr. Bowen is knowledgeable in SEMS, OSHA, EPA, DOT (including PHMSA), BSEE and PSM regulations. He has senior management experience with various companies and more than 15 years of specialized expertise in QHSE, DOT and Security Program development and implementation. Additionally, his experience includes managing Human Resources-related business, such as Worker's Compensation, EEOC and HIPPA.

PROFESSIONAL EXPERIENCE

- **Safety Manager**, Ceres Environmental Services, Inc., October 2016 to present.
- **HSE Manager**, Canon Business Process Services, June 2013 – January 2016
  - Worked closely with client's SSHE Team to ensure all HSE risks associated with the program were understood and appropriate systems, procedures, training and resources were in place to manage the risks.
  - Established appropriate procedures to ensure operations were undertaken in accordance with the projects overall HSE Management System.
  - Ensured all HSE reporting was of good quality and was issued on time. Reviewed Safety Performances and developed contractor programs to ensure continuous improvement.
  - Directed meetings and training
  - Integrated Training Matrix
  - Championed the client's internal BBS program and continual improvements efforts throughout CBPS
- **Corporate QHSE Manager,** W-Industries, Inc., July 2005- February 2013
  - Reported directly to CEO
  - Handled all levels of QHSE and HR (Training, WC, and Drug & Alcohol)
  - Implemented HSE for Supervisors
  - Negotiated premiums with Company Insurance
  - Directed all meetings and training (to include QMS, OSHA, BSEE, and PHMSA)
  - Integrated Training Matrix (OQ for All, ISN)
  - Very successful with merging QHSE and Operations
  - Integration of QMS that earned ISO 9001 certification (DNV: NCR Process (Cradle to Grave), Internal Procedures, ECN
  - Contractor Selection Process (contracts, audits, etc.)
  - Implemented compliance with SEMS (API RP 75) with all clients
- **HSE Specialist Manager,** varying private sector companies, 1996-2004. Progressively promoted into positions with increasing responsibility.

EDUCATION/CERTIFICATIONS

- Environmental Science Specialty: Industrial Hygiene and Occupational Health and Safety, University of Houston at Clear Lake/ San Jacinto College
- HAZWOPER Certification
- COSM (Certified Occupational Safety Manager), 2016
- COSS (Certified Occupational Safety Specialist), 2006
- TECLEOSE Certification (Peace Officer)

Ricky W. Adams, Health and Safety Officer

Mr. Adams serves as a Health and Safety Officer for Ceres Environmental Services, Inc. Mr. Adams has U.S. and international field experience as well as a long history of safety training and occupational safety analysis. Mr. Adams has a long record supervising safety for projects in many different fields and locations. Mr. Adams holds multiple safety certifications, is a certified nurse and EMT, and was honorably discharged from the U.S. Army after fourteen years of service. He is fluent in English and Spanish.

PROFESSIONAL EXPERIENCE

- **Safety Supervisor** Fluor Constructors; Inverness, Pensacola and Tallahassee, FL; 09/10 to 01/11. Conducted new-hire safety orientations at the Withlacoochee Technical Institute in Inverness, FL for all Citrus County, FL Qualified Community Responders (QCRs) for the BP Gulf Coast Recovery Project. Supervised safety during beach clean-up operations at Fort Pickens, FL. Conducted general safety audits at the warehouse facility and lay-down yards in Tallahassee, FL.
- **Site Safety & Health Officer (SSHO**) Ceres Environmental Munster Indiana and Des Moines, Iowa. 06/10 to 07/10. USACE Contract EM 385-1-1, Heavy construction of berms. Duties included observing site activities to ensure completion in accordance with the Accident Prevention Plan and the Site Safety and Health Plan.
- **Safety Lead** Fluor Constructors, Roxana, Illinois, 11/ 08 to 06/10. Performed duties as Field Safety Lead, supervising seven field Area Safety Supervisors at the ConocoPhillips Wood River Refinery CORE Expansion Project.
- **Safety Manager** General Electric/Granite Services, Tampa, FL, 2005-2008. Served in various safety capacities on projects located from Maine to Uruguay. Performed site safety audits, safety training and compliance with company procedures. Conducted weekly safety meetings and ensured compliance with project standards.
- **Safety Manager** Titan Contracting and Leasing Inc., Owensboro, Kentucky, 10/05. OMU Miscellaneous plant and boiler repairs. Responsible for all permitting, i.e., confined space, hot work and area work. Conducted and documented daily Safety Meetings.
- **System Safety Coordinator** Zachry Construction Corporation area office, Mt Carmel, Illinois, 09/04 to 09/05. System consisting of 12 Cinergy System Power Plant sites located in Illinois, Indiana, Ohio and Kentucky. Conducted new-hire orientations and employee training in a wide variety of areas, including OSHA Annual Awareness training.
- **Project Safety Manager** National Boiler Services Inc, Trenton, Georgia 02/04 - 09/04. Managed project safety during power plant and paper mill shutdowns. Project scopes ranging from extensive boiler repairs to demolition and replacement of pulverize units.
- **Safety Manage**r Titan Contracting and Leasing, Inc., Owensboro, Kentucky, 12/01 – 11/03. Construction of three LM6000 40-megawatt simple-cycle power units (GE Norway Packages). Daily manpower 200+. Responsible for developing and implementing project-specific safety program, including emergency response procedures. Project expended approximately 90,000 man-hours with no days-away cases and no recordable injury cases.

EDUCATION/CERTIFICATIONS

- 510 & 500 OSHA Construction Outreach Trainer # C0015606
- Construction Site Safety Technician (CSST) Instructor. National Certification and Registry
- Academy of Health Sciences (Military Academy), Fort Sam Houston, Texas. Nursing
- City Colleges of Chicago, Emergency Medical Technician
- Other safety training: Dupont STOP Course; Supervising Safety; Accident Investigation; Accident Reporting and Classification; Defensive Off-Road Driving; Drug and Alcohol Awareness; Shell Enhanced Safety Management; Respiratory Protection; Job Safety Analysis; Electrical Safety: Land Seismic Firefighting; Lockout Tag-Out and Confined Spaces; Crane Safety; Trenching and Excavations; Atmospheric Hydrocarbon Testing; Hazard Communication; Materials Handling; Fire Prevention; Industrial Hygiene; Substance Abuse; Rigging and Sling Safety; Sling Signals; Barricades; Process Safety Management; Scaffold Training; PPE and Fall Protection; Pre-Job Safety Planning; Inspections, Audits, Observations; and OSHA from the Contractors Prospective

David A. Davenport, Health and Safety Officer

Mr. Davenport serves as a Health and Safety Officer for Ceres Environmental Services, Inc. Mr. Davenport has 24 years of experience in the construction industry, 10 within the federal construction sector. He holds multiple certifications from OSHA, is USACE certified in CQM, Red Cross certified in First Aid and CPR, and is working on his second master's degree, in Business Administration.

PROFESSIONAL EXPERIENCE

- **Site Safety & Health Officer** August – September 2011, Minot and Ward County, ND. Removal of emergency levees, rock, rubble and other associated materials from spring 2011 flood fight.
- **Site Safety & Health Officer/Quality Control Manager** June – August 2011. On assignment in Lawrence and Limestone Counties, Alabama; contracted with U.S. Army Corps of Engineers to manage post-tornado remediation. Management oversight of all field Quality Control Managers. Composed and implemented Accident Prevention Plan, Environmental Protection Plan and Accident Hazard Analyses (AHA's) for each definable and sub-definable feature of work. Chaired daily, weekly, and monthly safety meetings. Produced all required daily and weekly safety reports for internal use and for submission to the Corps. Oversight of extraction and disposal of HTRW (Hazardous, Toxic and Radioactive Waste) under dictates of EPA statutes.
- **Site Safety & Health Officer / Alternate Quality Control Manager**, Birdland Levee Systems Improvements Project. July 2010 – June 2011. Project location: Des Moines, IA / US Army Corps of Engineers, Rock Hill District (Rock Hill, IL). Managed extraction and disposal of HTRW (Hazardous, Toxic and Radioactive Waste) under dictates of EPA statutes. Monitored Quality Control Management (QCM) system in an auxiliary capacity.
- **Site Safety & Health Officer/Environmental Manager** – Better Built-Clark [Mentor-Protégé Construction Management Team], Middletown, OH February 2009 – July 2010. Project location: Wright-Patterson Air Force Base for US Army Corps of Engineers, Dayton, OH. 52,000 SF dormitory project.
- **Project Manager** – Clark Construction Co., Inc., Lansing, MI, March 2007 – November 2008. Formed SBA Mentor-Protégé teaming arrangement with Better Built Construction of Middletown, OH. Participated in heavy Quality Assurance and Safety Regulation monitoring.
- **Business Development Manager** (Federal)– Better Built Construction Services, Inc., (Exclusive Department of Defense General Contractor) Trenton, OH, July 2005 – July 2006.
- **Estimator** (Federal) – K-Con, Inc. (Exclusive Federal General Contractor), Charleston, SC, Sept. 2003 – July 2005. Estimated dozens of U.S. Army Corps of Engineers projects nationwide. Conducted extensive sourcing of nationwide GC's, Subcontractors and Building Erectors.
- **Project Manager Assistant/Assistant to Director of Field Operations –** Construction Professionals, Inc., Mt. Pleasant, SC, Mar. 2002 – August 2003. Conducted all aspects of Estimating, Vendor Price Negotiations, Project Management Support.

EDUCATION/CERTIFICATIONS

- MBA in International Business, Liberty University, Lynchburg, VA (in progress).
- MA, Counseling Psychology / Theology, Colorado Theological Seminary, Wheat Ridge, CO
- BA, Counseling Psychology, Colorado Theological Seminary, Wheat Ridge, CO
- Construction Quality Management for Contractors (CQMC/QCM): U.S. Army Corps of Engineers
- OSHA 30 Certified; OSHA HAZWOPER Certified; OSHA Emergency Response Certified; OSHA Management—Certified Competent Person—Excavations; OSHA Management—Certified Competent Person—Fall Protection; OSHA Management—Certified Competent Person—Contractor Safety & Health; OSHA Certified—PPE (Pers. Protect. Equip.)—Common; OSHA Certified—PPE (Pers. Protect. Equip.)—Special; OSHA Certified—Scaffold Erection & User Guidelines; OSHA Certified—Hazardous Materials/Hazardous Waste Recognition and Containment.
- Hazardous Materials and Hazardous Waste Certified (RCRA)
- Red Cross certified in CPR and First Aid
- EP 500-1-1 USACE Civil Emergency Management Program
- FEMA P-325 Public Assistance Debris Management

Gregg S. Dawkins, FEMA Reimbursement Liaison

Mr. Dawkins has more than 25 years of wide-ranging emergency management and homeland security experience working with local, state, and federal government as well as the private sector. This includes 13 years as an emergency manager with the Florida Division of Emergency Management and more than 10 years as a private contractor/consultant. Mr. Dawkins is experienced and knowledgeable with the National Incident Management System (NIMS), Incident Command System, the National Response Framework, FEMA's Hazard Mitigation Assistance, Public Assistance (including debris management), and Individual Assistance programs.

PROFESSIONAL EXPERIENCE

- **Florida Division of Emergency Management, Tallahassee, Florida, Operations Chief/ Planning Manager/Program Administrator.** Operations Chief, State Emergency Operations Center (EOC) from 1996-2001 responsible for coordinating statewide response working with each of Florida's emergency support functions (ESFs) and their local and federal counterparts to support local response efforts. Responsibilities included: evacuation coordination; mission assignments; resource coordination; logistics; conflict resolution; and public information coordination. Managed implementation of the federal Emergency Planning and Community Right-To-Know Act (EPCRA) and Risk Management Planning requirements under the federal Clean Air Act Amendments, Section 112(r). Managed implementation of the Florida Hazardous Materials Emergency Response and Community Right-to-Know Act of 1988. Managed annual review/approval program for regional and county hazardous materials plans and county Comprehensive Emergency Management Plans (CEMPs). Planning Manager of the Hazardous Materials Compliance Planning Program's Compliance Verification/Enforcement Unit from 1989-1996. Managed compliance and enforcement program for over 13,000 public and private sector facilities regulated under EPCRA and the Florida Hazardous Materials Emergency Response and Community Right-to-Know program.
- **ICF International, Fairfax, Virginia, Senior Manager/Project Manager.** Project Manager for numerous emergency preparedness planning, training, and exercise projects for federal, state, and local government programs. Responsibilities included contract management, regular client interface, final review/approval of all contract deliverables, and general oversight of all project activities. Developed all hazards planning tools and resources including continuity of operations/ continuity of government (COOP/ COG) plans, comprehensive emergency management/ emergency operations plans, terrorism response plans, pandemic preparedness plans, and standard operating procedures. Designed, developed, conducted, and evaluated numerous comprehensive exercise programs for federal, state, and local clients.
- **Research Planning, Inc. /Titan, Fairfax, Virginia, Project Leader.** Project Leader of the Indiana Terrorism Consequence Management Program responsible for overseeing the development of 69 County Terrorism Plans. Reviewed and provided recommendations for revision to the State of Indiana Emergency Management Agency's Comprehensive Emergency Management Plan. Designed, developed and conducted chemical-biological WMD workshops, tabletop, and functional exercises for 18 counties involving all emergency support functions.
- **Apalachee Regional Planning Council (ARPC), Blountstown, Florida, Regional Planner.** Coordinated the hazardous waste management program for small quantity and large quantity generators of hazardous waste for the nine counties that constitute the ARPC pursuant to the federal Resource Conservation and Recovery Act under the Environmental Protection Agency. Developed one regional and nine county comprehensive hazardous waste assessment plans. Conducted technical assistance and compliance workshops for public and private sector for environmental management and emergency preparedness.

EDUCATION/CERTIFICATIONS

- B.S., Urban & Regional Planning, University of Southern Mississippi, 1982
- Certified in Homeland Security Exercise and Evaluation Program (HSEEP)
- Certified FEMA Evaluator for the Radiological Emergency Preparedness (REP)
- Certified Business Continuity Professional, Disaster Recovery Institute International (pending)
- SECRET security clearance.

Huey Deville, Sector Manager/Site Superintendent

With over 30 years of experience in the construction industry, Mr. Deville is an experienced supervisor and field manager capable of concurrently supervising multiple crews and projects. He is an experienced equipment operator, project estimator, manager, and surveyor with construction experience in commercial, residential and disaster recovery areas of specialty. His broad experience, commitment to quality and safety, technical expertise, and natural leadership skills makes Mr. Deville a highly valuable asset to our Supervisory team.

PROFESSIONAL EXPERIENCE

- **Louisiana Levee Construction 2013-present**. General Superintendent for Terrebonne levee projects, overseeing five levee projects over $45 million – responsible for coordinating managing subs, ordering materials, tracking cost, scheduling equipment and keeping good relations with clients.
- **Hurricane Isaac 2012**. Area manager for ROE and PPDR projects in St. Bernard Parish, LA.
- **Mountrail County, ND April – October 2012**. Project Manager for Palermo Road grading, aggregate surfacing, signing and incidentals.
- **Minot, North Dakota Flood Recovery 2011**. Project Superintendent/Manager: supervised all Levee breach repair - responsible for coordinating with USACE, scheduling work, resourcing labor and equipment.
- **Minot, North Dakota Flood Recovery 2011**. Project Superintendent/Manager: supervised all Emergency levee removal in Minot, Sawyer, and Burlington - responsible for lining sub contractors up, made sure they were in compliance. Finished job ahead of schedule.
- **Alabama Tornadoes 2011**. Site Manager for USACE ROE Debris Removal project in Lawrence and Limestone Counties, Alabama.
- **Alabama Tornadoes 2011**. Project Superintendent for Jefferson County, Alabama. Assisted with management of removal and reduction of over 1 million cubic yards of tornado debris.
- **Birdland Park Levee Improvements**. Surveyor, Des Moines Iowa, Survey site, built 3D tin surfaces for the Project, set up GPS equipment
- **Little Calumet River Flood Prevention Project**. Surveyor/Superintendent, Indiana, Survey site, set up GPS equipment, built 3D tin surfaces for project and supervised the construction of the concrete retaining wall
- **Puerto Rico Rio Fajardo Flood Control Project**. Surveyor. Responsible for all layouts, constructing job from data input, building 3D surface tins, designing a 60 acre Mitigation flood plain for Mangrove Trees, and Cross section with quantity reports.
- **Nassau Drive Subdivision and drainage work**. Supervised all layout and grade control
- **Hurricane Katrina 2005-2007**. Private Property Debris Removal project, New Orleans LA: Field Supervisor. Responsibilities included crew supervision, production and quality, scheduling and crew assignments, PPDR site inspections, enforcement of safety and quality standards, and documentation and record keeping. Levee reconstruction projects in Plaquemines Parish, LA: Site Superintendent. Responsible for crew supervision, compliance with project and USACE safety requirements, production quality, and equipment operations and maintenance, daily reports and inspections, and oversight of survey teams. Emergency levee repair project, St. Bernard Parish, LA: Site Superintendent. Site Superintendent, Lafreniere Park Restoration project, Metairie, LA Site Superintendent, Caminada Restoration Project, Grand Isle LA.. Restoration included proper capping of the entire site to meet local landfill requirements. Demolition Project, Hurricane Katrina response mission: Field Supervisor. Responsible for management of demolition crews, including subcontract crews, and conformance to strict company and USACE protocol specific to emergency demolition operations.

EDUCATION/CERTIFICATIONS

- OSHA 10 hour safety training
- CPR First Aid Certified

Gail M. Hanscom, Project Administration

Ms. Hanscom has provided contract administration or project management to multiple debris removal projects. Ms. Hanscom, in conjunction with her project management, also manages preparatory, mobilization, and implementation phases of emergency response actions for debris projects. She has performed multiple duties supervising field operations including oversight for mobilization, accounting, planning and scheduling, documentation, and data management. Ms. Hanscom has also functioned as Project Superintendent and Area Manager.

PROFESSIONAL EXPERIENCE

- **Hurricanes Hermine and Matthew 2016**. Contract administration for activated contracts in Florida, Georgia, South Carolina and North Carolina following Hurricanes Hermine and Matthew.
- **Louisiana Floods 2016**. Contract Administration for three contracts in Louisiana after heavy rains and flooding in August.
- **Oklahoma Ice Storms 2015**. Contract Administration for debris removal and disposal projects in Oklahoma following Winter Storms Cara and Goliath.
- **February – August 2014**. Contract Administration for cleanup efforts for Columbia County GA and NCDOT; and post tornado cleanup efforts for Adamsville, Graysville, and Kimberly AL.
- **June 2013 Wind Storm – Minneapolis, MN**. Project Manager for on-going cleanup efforts following one of the most wide-spread and severe storms to hit the city in the past two decades. To date, 3,000 trees and over 2,000 loads of debris have been removed.
- **Ice Storm 2013 – Worthington, MN**. Project Manager for citywide cleanup of ice damaged trees. Managed removal of hazardous hangers from over 8500 trees, hauling of 80,000 CY of debris and removal of 775 storm damaged trees.
- **Ice Storm 2013 – Sioux Falls, SD**. Project Management and Contract Administration for ice storm cleanup. Ceres hauled over 15,000TN of ice storm debris.
- **Hurricane Sandy 2012-2013**. Contract management and acted as client liaison for Ceres response in New York and New Jersey.
- **Hurricane Isaac 2012**. Contract management and acted as client liaison for five separate contracts in response to Hurricane Isaac. Ceres provided recovery services to Jefferson Parish, Kenner, Livingston Parish, Denham Springs and St. Bernard Parish.
- **Winter Storm Alfred 2011**. Provided contract management and acted as client liaison for response to early snow-storm in the Northeast. Ceres managed over 320,000 CY of debris.
- **Hurricane Irene 2011**. Project Manager for Greenville, NC response and recovery efforts. Oversaw debris removal, hauling and disposal and tree and limb trimming. Ceres removed 113,512 CY of debris, trimmed 2,111 hangers, and removed 71 trees.
- **Alabama Tornadoes 2011**. Project Manager for Jefferson County, Alabama. Managed removal and reduction of over 1 million cubic yards of tornado debris.
- **Haiti Earthquake 2010**. Project Manager of the Registration Process of the displaced populations in the hundreds of established and spontaneous camps in the seven commune area surrounding Port-au-Prince and the outlying areas.
- **Hurricane Ike 2008**. Project Manager of the Chambers County cleanup; Hauled 330,000 cubic yards meeting the County's deadline for completion of work while maintaining very high safety standards in Texas
- **Hurricane Katrina 2005**. Project Superintendent and interim Project Manager for Operation Blue Roof in Hattiesburg, Mississippi. Responsible for accounting, planning and scheduling of daily assignments, data management, and general contract administration. Responsible for final reconciliation of payment to subcontractors.

EDUCATION/CERTIFICATIONS

- Bachelor's degree, Business Management, Northwestern College, Minnesota
- Department of Homeland Security GS-202, Debris Management
- USACE CQM certified
- FEMA certified ICS-100, ICS-200, IS-300, IS-400, IS-700
- First Aid/CPR certified

Michael Hansen, Resources Manager

Mr. Hansen brings over 21 years of resources management to Ceres Environmental Services, Inc. Mr. Hansen has been instrumental in several debris and construction projects providing support in the areas of operations, logistics, safety, heavy equipment, ground equipment and purchasing. In addition to logistics and resources management to emergency response projects, he oversees the day to day management and maintenance of office equipment, safety equipment, mechanical equipment, heavy equipment, electronic equipment, and fleet vehicles.

PROFESSIONAL EXPERIENCE

- **Hurricane Isaac 2012** Operations and Logistics Manager for recovery efforts in Louisiana.
- **Winter Storm Alfred 2011** Operations and Logistics Manager for recovery efforts in two Connecticut contracts.
- **North Dakota Flood Recovery 2011** Operations and Logistics Manager for shipping supplies and equipment for three flood recovery projects.
- **Hurricane Irene 2011** Operations and Logistics Manager for shipping supplies and equipment for two hurricane recovery projects.
- **Alabama Tornadoes April 2011**, Operations and Logistics Manager for shipping supplies and equipment to and between four projects.
- **New Zealand Earthquake 2011 – Present**. Logistics Manager in charge of shipping supplies and equipment for operations in New Zealand.
- **Haiti Earthquake 2010 - Present**, Logistics Manager in charge of shipping supplies and equipment for operations in Haiti.
- **Ice Storm 2009**, Operations and logistics management and support for debris removal and disposal from county rights-of-ways in Kentucky
- **Hurricane Ike 2008**, Operations and resources management for debris removal and disposal for 11 different locations; Logistics management of positioning, establishing and set up of field offices in Texas
- **Hurricane Gustav 2008**, Resources and operations management for debris removal and disposal in Louisiana; Positioned, located, and set up of field offices including maintenance
- **Hurricane Dolly 2008**, Operations, logistics, and resources management and support providing critical resources such as equipment, personnel, office equipment, and networks to debris removal and disposal in Texas
- **Iowa Flood 2008**, Project administrative and operations support for debris removal due to Cedar River flooding in Iowa
- **Flood Control, Rio Puerto Nuevo, Rio Fajardo 2007**, Operations, logistics and resources management to Floodway Control project in Puerto Rico including shipping and receiving equipment
- **Ice Storm 2007**, Operations and resources management to debris removal in response to Winter Ice Storm in Oklahoma
- **Hurricane Katrina 2005**, Operations and logistics management support to debris removal, processing, and disposal operations of over 13 million cubic yards of storm debris in Louisiana
- **U.S. Coast Guard**, Auxiliary Service Engineer, EMT, Fuel/Oil & Water Engineer, and Machinery Technician which included responsibility of mechanical engineer on station and watercraft providing oversight to engines, boilers, generators, propulsion units, HVAC units, watercraft and aircraft refueling

EDUCATION/CERTIFICATIONS

- Forestry, Biology, and Business Management, Northland College, Wisconsin.
- FEMA certified ICS-100, ICS-200, IS-300, IS-400, IS-700
- USACE CQM certified
- OSHA 10 Hour Construction Safety & Health
- First Aid/CPR certified

William Hitchcock, FEMA Reimbursement Liaison

Mr. Hitchcock provides expertise in assisting customers prepare Project Worksheets in all areas of application from FEMA categories A to G. His past years of project management experience with FEMA, both prior to and after its incorporation into the Department of Homeland Security, provide him with the knowledge to ensure all applications for reimbursable work are correctly made and documentation in the field is adequate for later funding. Mr. Hitchcock has a Bachelor's degree in Civil Engineering from the University of California Los Angeles (UCLA).

PROFESSIONAL EXPERIENCE

- **Project Officer for the U.S. Department of Homeland Security – FEMA**. During time with Department of Homeland Security, had experience following 7 hurricanes and the September 11 terrorist attacks
- **National Project Officer – FEMA**. Worked for Disaster Relief including supervision and training of personnel.
- **Project Administrator – FEMA**. Worked with local government on FEMA's behalf to identify damage or disaster-related costs, develop a scope of work eligible for Federal funding, prepare cost estimates, and prepare grant documents capturing the information for processing of various categories A-G
- **Hurricane Katrina 2005**. Coordinated monitoring and oversight for debris operations with FEMA during the relief efforts for in the Gulf Coast and South Florida areas; Participated in efforts for individual assistance as well as public assistance pertaining to damage assessments for Federal eligibility of funding
- **Hurricane Isabel, Charley, Frances, Ivan, and Jeanne, and September 11 terrorist attacks**. Supervised and trained personnel on disaster response and relief efforts including monitoring debris disposal, removal operations, mobile home operations, and construction inspections; Participation in kick-off meetings and completion of Project Worksheets for all Categories A-G; Participation in planning, coordinating, and scheduling of FEMA Public Assistance issues pertaining to eligibility guidelines
- **Hurricane Andrew 1992**. Inspection and supervision of redevelopment and renovations of areas affected by the hurricane; Engineering inspections for new construction and rebuilding; Threshold inspections and special inspections of buildings or structures of unusual size, height, and design, as pursuant to Section 305.3 of the South Florida Building Code

EDUCATION/CERTIFICATIONS

- FEMA Operations (FEMA Public & Individual Assistance, FEMA Debris Assistance, FEMA Public Assistance Guidelines; EEOC Operations; FEMA Coordinating Disaster Relief Management; Planning Undercover; Covert Operations Security Training; Instruction Law Enforcement; Agent Supervision Interviewing & Interrogations; Federal, State and Local Regulations; Expert Witness Experience; Employee Relations; Staff Development Search; Seizure)
- Professional Career Development Institute, Professional Construction Management

Michael A. Lee, Estimator

Mr. Lee, a 23-year veteran of Ceres Environmental Services, Inc., provides quality control and project management to the company's heavy civil projects, including recent work on the reconstruction and repair to Louisiana levees breached by Hurricane Katrina storm surges and flooding. Mr. Lee is responsible for procurement of project task costs and preparation of bids for a variety of Ceres projects, including UST removal and installation, environmental consulting, environmental mitigation/restoration, levee installation and repair, erosion control/stabilization, earthwork, construction, and disaster related emergency work. Mr. Lee has experience with selective land clearing and demolition projects, including asbestos, lead, and PCB abatement. He is also responsible for environmental regulatory compliance expertise and construction quality control management.

PROFESSIONAL EXPERIENCE

- **Kuykendahl Detention Basin 2015-current:** Chief estimator providing production analysis calculations, project cost analysis, and sub quote analysis.
- **Falgout Canal Road Levee Segment 2015-current:** Chief estimator providing production analysis calculations, project cost analysis, and sub quote analysis.
- **Ward 7 Levee Improvement and Extension 2014-current:** Chief estimator providing production analysis calculations, project cost analysis, and sub quote analysis. j
- **Reach G 2-b and Reach G 2-c Earthen Levees 2014-current:** Chief estimator providing production analysis calculations, project cost analysis, and sub quote analysis.
- **Reach H-1 Levee 2013-2016:** Chief estimator providing production analysis calculations, project cost analysis, and sub quote analysis.
- **Reach F Earthen Levee 2013-2015:** Chief estimator for Reach F levee which involved construction of earthen levee with floodgate structures. Provided production analysis calculations and project cost and sub-quote analyses.
- **Birdland Park Levee Improvements 2010-2012:** Quality Control and administrative support to levee improvement project in Des Moines, Iowa. Work included increasing the levee's height, constructing six gatewells, and modifying existing pump stations to accommodate the new dimensions.
- **Flood Control, Little Calumet River 2009-2011**, Quality Control and administrative support to Calumet River Flood Control project which includes tree clearing and construction of a levee in Indiana
- **Flood Control, Rio Puerto Nuevo, Rio Fajardo 2007**, Quality Control and management support to Floodway Control project which included river channelization and levee construction in Puerto Rico
- **Hurricane Katrina 2005**, Project Management to emergency levee repair and construction of approximately 12 miles of levees to Lake Ponchartrain and Plaquemines Parish, Louisiana
- **U.S. Army Corps of Engineers, Sulphur River 2005**, Project management, supervision, and quality control of excavation and environmental restorations to water control project including installation of pumps, soil treatment, and extraction remediation systems
- **U.S. Army Corps of Engineers, Trinity River 2004**, Quality Control and administrative support to Trinity River Dallas Floodway Extension project which included the excavation and construction of swales, wetland, levees, and flood conveyance in Texas

EDUCATION/CERTIFICATIONS

- Bachelor's degree, Geology, University of Minnesota
- Professional Geologist (MN State License #30377)
- USACE CQM-certified
- OSHA 40-Hour Hazmat Health and Safety
- Lead Abatement Training for Supervisors
- Erosion and Sediment Control Plan Design training
- Ground Water Sampling, Water Well Construction, and Development Procedures training

Bruce A. Lewis, Site Superintendent

Mr. Lewis is a veteran U.S. Navy, Senior Chief (ret.), Construction Battalion, with 31 years of experience in multi-million dollar on-site construction management, large-scale project coordination, land development, and development and supervision of staff and subcontractors. He has demonstrated success in commercial build-to-suit projects and a track record of working cooperatively and productively with diverse personalities within tight deadlines. He is responsible for coordinating and managing crew and subcontractors, materials, and equipment; budgets, schedules, and contracts; and safety of employees and the general public.

PROFESSIONAL EXPERIENCE

- **Site Manager**, Decker Construction, Inc, Lakeland FL, 2010. Supervised site work to completion of Tire Kingdom. Managed the completion of maintenance yard, two pavilions, landscaping, piping on the above ground Fire Dept water tanks. Expedited all aspects of project, schedule, materials, and budget. Communicated, planned activities with subcontractors and material suppliers.
- **Site Manager,** Philco Construction Corporation, Orlando, FL 2007 - 2009. Ordered and allocated resources including materials, labor and timelines; coordinated subcontracted skilled-labor crews, served as a liaison for staff, subcontractors and customers at all points of job implementation.
- **Superintendent,** Malcolmson Construction Company, Inc., Tampa, FL 1998 - 2007. Communicated, planned and sequenced all activities for all subcontractors and material suppliers and effectively implemented project within schedule and budget. Reviewed and tracked estimates and budgets, process invoicing, purchasing, effectively controlling overhead costs.
- **Superintendent,** Major Builders, Orlando, FL 1996 - 1998. Supervised start-to-finish construction of 7-Eleven Gas Stations. Oversaw performance of all trade contractors and reviewed project construction drawings to ensure that all specifications and regulations were followed.
- **Senior Chief (E-8),** United States Navy, 1976-1996.
  - **Brigade Equipment Operations Supervisor:** Responsible for specialized data and billing for water well drilling, blasting and quarry, rock crusher and asphalt plant operation. Provided technical guidance and inspection on equipment and material requirements for vertical and horizontal overseas projects.
  - **Company Operations Chief:** Chief of Hurricane Hugo Disaster Recovery Team, SC. Supervised 150 personnel and over 350 pieces of automotive, construction, and materials handling equipment. Developed as-built drawings and construction progress reports.
  - **Unit Operations Chief:** Supervised 30 personnel and 10 projects simultaneously. Planned and advised on specifications for equipment operations, vertical and horizontal construction projects, building maintenance techniques, and quality and safety control. Equipment Operator Construction Inspector: Directed 20-man crew in paving, grading, hauling, and materials handling operations.

EDUCATION/CERTIFICATIONS

- Leadership Management Education
- Total Quality Leadership
- OSHA Safety Training
- Micro-Computer Construction Mgmt
- Public Works Mgmt License Examiner, Accident Investigator
- Equipment Operator Class C and Class A School
- First Aid and CPR
- Quality Control Planning and Estimating
- Asphalt Paving and Plant Operations
- Blasting and Quarry Operations
- Water Well Drilling and Development
- Equipment Operator Journeyman/ Seabee Construction Management

Earl Lutz, III, Area Manager

Mr. Lutz has fourteen years of management experience for Ceres Environmental Services, Inc. and more than 26 years of supervisory experience with emergency debris management projects, interior and complete demolition projects, culvert and lake construction, and heavy equipment operations. Mr. Lutz supervised approximately 300 crews in the debris removal operations following Hurricane Katrina. Mr. Lutz has been responsible for field operations and crew performance for several construction, demolition, and debris removal projects including federal, state, and local government contracts and private contracts. Mr. Lutz also has more than 26 years of experience in fabrication and welding and is the lead designer and fabricator for our company.

PROFESSIONAL EXPERIENCE

- **New Zealand Earthquake 2011- present**. Managing demolition projects and providing training for recovery efforts.
- **Alabama Tornadoes 2011**. TDSR Site Manager for Jefferson County tornado response. Managed processing and reduction of over 1 million CY of debris at multiple sites. Managed overall allocation of equipment and personnel resources.
- **Haiti Earthquake 2010**. Assistant Logistics Manager and construction manager. Assisted with supplies management and oversaw Kaypèpla™ temporary house design process.
- **Hurricane Ike 2008**. Operations management support of county and city debris removal and disposal including hauling of 330,000 cubic yards meeting County's deadline for completion of work maintaining very high safety standards in Texas
- **Hurricane Gustav 2008**. Field Operations Superintendent for emergency debris removal and disposal of over 1.9 million cubic yards of storm debris; Trimming and removal of hazardous trees; Removal and disposal of white goods in Vermillion and East Baton Rouge Parishes
- **Hurricane Dolly 2008**. Operations and logistics management support for removal, reduction, and disposal of hurricane debris in Cameron County, Texas
- **Ice Storm 2007**. Operations and logistics management support for removal and disposal of vegetative debris generated by the ice storm in cities of Broken Arrow and Nichols Hills, Oklahoma
- **Hurricane Katrina 2005**. Area Manager for debris removal operations including 13 million cubic yards of hurricane debris in 11 Louisiana Parishes; Trimming and removal of over 165,000 hazardous trees; Supervised 75,000 cubic yards of debris removal per day; Supervised 25 subcontractors who operated a total of 300 crews
- **Hurricane Ivan 2004**. Operations and management support for debris removal and disposal of over 680,000 cubic yards of debris and processing of over 505,000 cubic yards of debris in Florida
- **Hurricanes Jeanne & Frances 2004**. Operations management support for collection, transportation, and disposal of over 404,000 cubic yards of debris throughout 13 Florida counties
- **Hurricane Isabel 2003**. Operations and logistics management support for removal and disposal of hurricane debris; Trimming and removal of hazardous trees in Virginia
- **Ice Storm 2002**. Field Operations Superintendent for debris removal and disposal of over 510,000 cubic yards of hazardous trees and other vegetative debris in Oklahoma
- **Hurricane Georges 1998**. Site Superintendent for Grinding Reduction Site and crew management, site operations, production, finished product quality, and site safety. Also responsible for monitoring debris receipt documentation, documentation of daily production rates, and equipment usage.

EDUCATION/CERTIFICATIONS

- USACE CQM certified
- FEMA certified ICS-100, ICS-200, IS-300, IS-400, and NIMS IS-700
- First Aid & CPR certified
- CFC-12 Refrigerant Recycling training

Thomas "Allen" Morse, Senior Debris Management Advisor

Mr. Morse has over 35 years of experience in damage assessment and debris management. He worked for the U.S. Army Corps of Engineers from 1974-2009, serving as the National Debris Management Expert for his last 15 years with the USACE. With Ceres, Mr. Morse works with the USACE concerning Ceres' four contracts with the USACE, covering 26 states. He also provides technical, political, and professional advice on all operational aspects of debris management.

PROFESSIONAL EXPERIENCE

- **Fire Island 2014,** Provided technical assistance to USACE for the highly specialized debris removal mission off the coast of Long Island, NY.
- **Alabama Tornados 2011,** Special advisor and liaison to state and Federal partners for the tornado clean up in Alabama and Joplin, MO.
- **Haiti Earthquake 2010**, Consultant to the World Bank on debris management, environmental assessments, and bidding documents for a World Bank sponsored debris project.
- **Eagle, Alaska 2009**, Authored plans and specifications for specialized debris clean up following ice flow damage. Acted as legal advisor for the city.
- **Hurricane Rita 2007**, USACE Debris Task Force Leader.
- **Hurricane Katrina 2005**, USACE Senior debris manager/coordinator for $2.5 billion in debris contracts in Alabama, Mississippi, and Louisiana
- **Florida Hurricanes 2004**, Lead ESF#3 representing USACE
- **Weapons of Mass Destruction Debris Management Guide 2001-2004**, Project Manager and contributing author of the FEMA-sponsored "Weapons of Mass Destruction Debris Management Guide."
- **World Trade Center 2001**, Senior Project Manager over disposal operations for USACE following terrorist attack.
- **Suriname South America 1993**, Managed the design and construction of a base camp for 2,500 occupants.
- **Hurricane Andrew 1992**, Debris team leader for USACE
- **Kuwait 1991**, Reconstruction team for rebuilding of infrastructure.

EDUCATION/CERTIFICATIONS

- B.S. degree in Civil Engineering from University of South Alabama
- FEMA/ICS certified 100, 200, 700 and 800
- Author of U.S. Army Corps of Engineers Debris Forecasting Model and U.S. Army Corps of Engineers commodities planning model

Charles L. "Chuck" Owens, Jr., Project Superintendent

Mr. Owens has been involved in management and supervision of multiple disaster recovery projects since 2005. He manages all field activities, such as site set-up, staff supervision, and worksite safety. He is capable of managing multiple projects of varying sizes and has responded to a variety of events such as hurricanes, floods, tornadoes, and snow storms. Mr. Owens also holds several FEMA certifications, is certified by OSHA, and is certified in Disaster Construction Safety Management.

PROFESSIONAL EXPERIENCE

- **Louisiana Floods 2016**. Project Manager for Ceres response to the City of Denham Springs after heavy rains and flooding in August.
- **Alabama Tornados 2014**. Project Manager for Ceres responses in Adamsville, Graysville, and Kimberly, AL. Responsible for management of citywide cleanup of eligible tornado-related debris from right-of-ways. Removal of over 20,000; 77,000, and 21,000 CY in respective cities.
- **Wind Storm 2013**. Project Manager for Ceres response in Minneapolis, MN. Responsible for management of personnel, equipment and subcontractors. Citywide cleanup of wind-damaged trees. Removal of over 800 hazardous stumps, and hauling of over 2,000 loads of storm debris.
- **Winter Ice Storm 2013**. Relief Project Manager for Ceres response in Worthington, MN. Responsible for management of personnel, equipment and subcontractors. Citywide cleanup of ice-damaged trees. Removed hazardous hangers from over 8,500 trees, hauled over 60,000 CY of debris and removed 775 storm-damaged trees.
- **Hurricane Isaac 2012**. Project Manager for Ceres responses in Jefferson Parish and St. Bernard Parish, Louisiana. Responsible for management of personnel, equipment and subcontractors. Ceres managed 122,000 CY of debris in Jefferson Parish. Responsible for oversight of private property debris removal in St. Bernard Parish.
- **Burlington, Minot and Renville County Levee Repair, Phase I**. Minot, ND. Project Manager for completion of work, closeout and punch list items. Work involved restoration of project features for six separate sites along three levee reaches, one roadway embankment, one sanitary manhole, and one storm sewer. Levee restoration work included debris removal, clearing and grubbing, removal of soft foundation soils, placement of impervious fill, and topsoil and seeding.
- **Winter Storm Alfred 2011**. Project Manager for Ceres response to unseasonal snow storm in the Northeast. Responsible for management of personnel, equipment and subcontractors. Oversaw debris reduction at temporary debris management sites. Ceres managed over 320,000 CY of debris in two locations.
- **Hurricane Irene 2011**: Field Supervisor for Greenville, NC response and recovery efforts. Oversaw debris removal, hauling and disposal and tree and limb trimming. Ceres removed 113,512 CY of debris, trimmed 2,111 hangers, and removed 71 trees.
- **Birdland Park Levee Improvements**. Des Moines, IA. Project Superintendent for completion of work, closeout and punch list items. Work required over 325,000 CY of fill material and construction of six gatewell structures housing sluice gates to restrict flows in sanitary and storm sewers during high-water events. Existing pump stations were modified to accommodate new flood protection level. A concrete floodwell and 50,000 pound stell closure gate structure were also constructed. Construction required dewatering using trash pumps.

EDUCATION/CERTIFICATIONS

- NIMS IS-100, IS-200, IS-700 and IS-800
- OSHA 30-Hour
- First Aid, CPR, & Blood Borne Pathogens
- City of Tampa Certificate of Recognition for Outstanding Service 2012
- "Meth Lab Awareness Training", 2008
- "Preparing for Disaster Construction Safety Management", 2006
- "Learning from Katrina: Tough Lessons in Preparedness and Emergency Response" 2006
- 1969-1973 Pearl River Community College Poplarville, MS

Betsy Pease, Project Accountant

Ms. Pease brings years of extensive accounting management experience to her work as a project accountant on various contracts for Ceres Environmental Services, Inc. She is responsible for maintaining accounting procedures to ensure proper data tracking and correct invoicing to clients, as well as payment reconciliation with subcontractors. She oversees data entry and invoicing procedures during storm projects, as well as completing reconciliation of projects after work is accepted.

PROFESSIONAL EXPERIENCE

- **Louisiana Levee Construction – 2013 to present.** Project Accountant and database supervisor for USACE levee construction projects in LA.
- **Hurricane Isaac 2012.** Project Accountant and database supervisor. Managed data, reconciliation with subcontractors and clients, subcontractor payments, and billings to clients.
- **Winter Storm Alfred 2011** Project Accountant and database supervisor. Managed data, reconciliation with subcontractors and clients, subcontractor payments, and billings to clients.
- **North Dakota 2011 Flood Recovery** Project Accountant and database supervisor. Managed data, reconciliation with subcontractors and client, subcontractor payments, and billings to client.
- **Hurricane Irene 2011** Project Accountant and database supervisor. Managed data, reconciliation with subcontractors and clients, subcontractor payments, and billings to clients.
- **Alabama Tornadoes 2011** Project Accountant and database supervisor. Managed data, reconciliation with subcontractors and clients, subcontractor payments, and billings to clients.
- **Haiti Earthquake 2010 - Present** Project Accountant and database supervisor. Managed data, reconciliation with subcontractors and clients, subcontractor payments, and billings to client.
- **Ice Storms 2009**, Project Accountant managing the set up, extraction and maintenance of databases to prepare A/R billings to clients in Kentucky; Reconciliation of all tickets with the clients; Management and preparation of subcontractor payments, reconciliation and management of accounts, management of internal audit functions.
- **Hurricane Ike 2008**, Project Accountant managing design, extraction of data and maintenance of databases for multiple contracts in Texas
- **Hurricane Gustav 2008**, Project Accountant managing the set up, extraction, and maintenance of databases to prepare A/R billings to the clients in 3 Parishes in Louisiana; Reconciliation of all tickets with the clients; Management and preparation of subcontractor payments, reconciliation and management of accounts, management of internal audit functions; Liaison with Parishes and subcontractors to insure data and procedural integrity and security
- **Hurricane Dolly 2008**, Project Accountant managing the design, extraction of data and maintenance of databases to prepare A/R billings to the clients in Texas; Reconciliation of all tickets with the clients; Preparation of all subcontractor payments, reconciliation and management of accounts, management of internal audit functions;
- **Hurricane Katrina 2005**, Project Accountant managing the design, extraction of data, maintenance of databases to prepare A/R billings to the U.S. Army Corps of Engineers; Reconciliation of all payments with USACE; Management and preparation of subcontractor payments, reconciliation and management of accounts, management of internal audit functions; Administrative support to project manager compiling data for submissions to USACE relating to the Hurricane Katrina service contract; Management and processing of payables for Hurricane Katrina service contract
- **Executive Analyst,** George S. May International 2003-2005, Financial Management and leadership in determining areas of weakness in accounting controls and bookkeeping.

EDUCATION/CERTIFICATIONS

- Business Accounting, University of Alaska
- International Business Law, Lewis & Clark College, Oregon
- Accounting Software training: Maxwell Systems and Sage Timberline Accounting
- Systems Integration training
- Fiscal Planning and Control training

Ernie Pliscott, Project Specialist

Mr. Pliscott brings 13 years of extensive debris and emergency roofing management experience to Ceres Environmental Services, Inc. Mr. Pliscott has worked in multiple roles for debris and roofing projects such as Project Manager, Assistant Project Manager, Project Superintendent and Crew Foreman. Mr. Pliscott assumes responsibilities including providing project supervision, supervising subcontractors and Ceres crews in the field, assisting in the procurement of pre-event Contracts and securing TDSR sites.

PROFESSIONAL EXPERIENCE

- **Hurricane Matthew 2016**. Project manager for Ceres response to the Cities of Jupiter Island and Palm Bay in Florida; both projects involved vegetative debris removal and disposal following Hurricane Matthew.
- **Harris County Flood District, 2016**: Site procurement for dirt resulting from flood retention basin work.
- **Louisiana Levees, 2016**: Tasked with finding affordable and suitable housing for Ceres employees on levee construction projects, thereby reducing project costs.
- **Asset Manager, 2010 – 2016**: Managing real estate investments and properties for Ceres affiliate in Florida. Responsible for coordinating build-out on real estate investments. Complete responsibility for utilities, problem solving, leasing and all aspects of property management.
- **Ice Storm 2009**: Project Superintendent in Livingston County; Project Management support of County cleanup of Winter Ice Storm in Kentucky; Trimmed, loaded, and hauled vegetative debris from County maintained rights-of-way meeting the County's deadline for completion of work while maintaining high safety records
- **Hurricane Ike 2008**: Operations management support of county and city debris removal and disposal including hauling of 330,000 cubic yards meeting County's deadline for completion of work maintaining very high safety standards in Texas
- **Hurricane Gustav 2008:** Field Operations management and support for emergency debris removal and disposal of over 1.9 million cubic yards of storm debris; Trimming and removal of hazardous trees; Removal and disposal of white goods in East Baton Rouge Parish
- **Hurricane Dolly 2008**: Project Superintendent and operations support for debris removal, processing, and disposal; Supervised load and haul crews that hauled more than 400,000 cubic yards of debris from the ROW; Mobilized and operated field crews to remove, reduce and dispose of hurricane debris and provide cleanup services in Cameron County, Texas
- **Hurricanes Charlie, Frances and Katrina;** Velocity Holdings, LLC 2004-2007, Directed the operations and management of crews throughout Florida and Mississippi for emergency temporary roof repairs and installation resulting from Hurricanes Charlie, Frances and Katrina during hurricane seasons 2004 and 2005; Contracted with Ceres Environmental Services, Inc. during summer 2006 and 2007 to negotiate with sub-contractors to haul debris in the event of a storm in the Virgin Islands; Secured TDSR sites in Florida and Texas

EDUCATION/CERTIFICATIONS

- Electrical Engineering, Penn State University, Scranton, PA

Derek Pruner, Project Superintendent

Mr. Pruner has over 12 years of successful storm/debris/site management services in Fortune 1000 Engineering firms. He has consistently achieved top ranked performance in every position by bringing expertise, an outstanding work ethic and leadership to storm debris and site management. He is expert in overseeing contractors and personnel in the area of disaster/storm cleanup; recognized for driving local teams and contractors to complete government contracts on time, including adherence and monitoring of governmental regulations and avoidance of malfeasance or fraud; and leading local teams to surpass goals and objectives.

PROFESSIONAL EXPERIENCE

- **Winter Storm Pax 2014**, Guilford County, NC. Project Manager for Ceres response to ice storm in North Carolina. Oversaw cleanup and disposal of over 400,000 cubic yards of debris.
- **Winter Storm 2013,** Sioux Falls, SD. Project Superintendent / Safety Manager for cleanup of vegetative storm debris. Responsible for overall safety, environmental compliance, traffic control, inspections and training.
- **Christmas Snowstorm 2012,** Little Rock, AR. Project Superintendent / Safety Manager responsible for overall safety & operations responsibility for performance, State & Federal environmental compliance standards, safety protocols for handling storm refuse, traffic control, sub-contractor inspections and safety compliance & training.
- **Superstorm Sandy 2012,** Queens and Breezy Pointe, NY and Medford Township, NJ. Project Superintendent /Safety Manager for Ceres response to Superstorm Sandy. Worked with Project Manager on performance, client satisfaction, State & Federal environmental compliance standards.
- **Hurricane Isaac 2012,** Jefferson Parish and Kenner, LA. Site Manager / EHS Manager responsible for managing TDSR site after Hurricane Isaac. State & Federal environmental compliance standards, safety protocols for handling storm refuse, traffic control, sub-contractor inspections and safety compliance & training.
- **Winter Storm Alfred 2011.** Project Superintendent for Ceres response to unseasonal snow-storm in the Northeast. Ceres managed over 320,000 CY of debris in two locations.
- **North Dakota Flood Recovery 2011**. Served as Project Superintendent: supervised emergency levee removal in Minot, Sawyer, and Burlington.
- **Haiti Earthquake Response 2010-2011.** Site Manager responsible for providing site management for Haiti recovery operations contract to manage the TDSR at the Truitier Landfill in Port-au-Prince for the Ministry of Public Works and Communications (MTPTC).
- **Monitor/Certification Supervisor,** Neel-Schaffer Jackson, Mississippi 2009. Notable storms included Ice Storm of Greene County, Arkansas – 2009.
- **Monitor/Training/IT Support** for Automated Data Management System 2008, ROSTAN SOLUTIONS, A Division of Malcolm-Pirnie Inc. Tampa, FL. IT support for HaulPass ADMS (Automated Data Management System) in use with USACE in response efforts to Hurricane Ike in Texas and Louisiana.
- **Supervisor,** Inframetrix, A Division of Malcolm-Pirnie Inc. Tampa, Florida 2007. Mined and collected buried asset inventory and condition assessment data for water, wastewater sewer and storm water systems, refining and updating systems, maps and records when required.
- **Quality Assurance Supervisor,** Malcolm Pirnie, Inc. Tampa, FL 2006. Partnered with Mobile Engineering, Mobile, AL as subcontractors to the USACE for Hurricane Katrina cleanup.
- **Dump Site Supervisor,** Malcolm Pirnie, Inc. Tampa, Florida 2004-2005. After Hurricanes Francis and Jean in 2004 and Wilma in 2005, set protocols for handling storm refuse.

EDUCATION/CERTIFICATIONS

- Associates Degree Business Administration Management, College of Westchester White Plains, NY
- USACE CQM
- FEMA IS Courses: IS26, 33, 100a, 100HE, 102, 120a, 130, 139, 200, 230, 235, 240, 288, 293, 631, 632, 700a, 701a, 800b, 801- 814, 1900
- USAF – Honorable Discharge, Holloman Air Force Base, New Mexico, Crew Chief, F-4's, F-15's

Ronald Rodriguez, P.E., Quality Control System Manager

Mr. Rodriguez has been responsible for coordination, scheduling, logistical support, demolition, and quality control for multiple debris and emergency temporary roofing projects for Ceres Environmental Services, Inc. Mr. Rodriguez has worked in emergency response and disaster recovery work for several years including more than 25 years of experience in Project Management, Inspections, Quality Control, and Supervision in federal, state, municipal, commercial, and residential construction. Mr. Rodriguez's responsibilities include geo-technical, utilities, structural steel fabrication, structural concrete, pavement, and erosion control. Since working for Ceres, Mr. Rodriguez has been a Quality Control Manager on projects in Miami Beach, Davie, West Palm Beach, and North Miami, Florida.

PROFESSIONAL EXPERIENCE:

- **North Dakota Floods 2011**. Quality Control Manager for Minot and Ward County, ND. Removal of emergency levees, rock, rubble and other associated materials from spring 2011 flood fight.
- **Alabama Tornadoes 2011**. Quality Control and Operations Planner. Managed zone assignments and daily operations for subcontractors involved in hauling and reduction of debris from the April tornadoes.
- **Hurricane Ike 2008**. Quality Control and Safety Manager for debris removal and disposal for 11 different locations; Oversight of approximately 100 QC personnel**.** Trained and supervised 100+ Quality Control & Safety Officers assigned to the mission. Provided frequent and detailed progress reports to management and Government officials. Maintained and supervised official project logs and documentation files. Provided directions for planning, scheduling, and engineering functions as required. Submitted weekly report to USACE.
- **Hurricane Rita 2005**. Quality Control Manager for debris removal and disposal of approximately 4.5 million cubic yards of hurricane material; reduction of over 1.1 million cubic yards of debris.
- **Hurricane Katrina 2005**. Quality Control Manager for debris removal and disposal of over 13 million cubic yards of hurricane debris in 11 Louisiana Parishes; trimming and removal of over 165,000 hazardous trees in Louisiana and Mississippi; management of over 300 quality control personnel, demolition, leaves restoration and site restoration work for over 50 TSDR sites across southern Louisiana. Trained and supervised over 600 Quality Control Officers assigned to the mission. Worked in conjunction with compliance, safety and customer personnel to certify workforce and adherence to USACE for standards and procedures. Also provided subcontractor management and administration for emergency temporary roofing installation in Mississippi
- **U.S. Forest Service, Aviary Hospital 2005**. Project management and quality control for building construction of Aviary Bird Hospital in Caribbean National Forest, Puerto Rico. Ensured compliance to all company, client, project policies, procedures, and standards.
- **Hurricanes Jeanne & Frances 2004**. Manager and quality control for the emergency temporary roofing installation project in Florida; Subcontract administration for the project in 13 Florida counties. Trained and supervised on site Quality Control Officers. Prepared weekly report and submittals to USACE.
- **Hurricane Charley 2004**. Quality Control Manager for emergency temporary roofing installation project in 4 Florida counties. Trained and supervised on site Quality Control Officers. Prepared weekly report and submittals to USACE.
- **U.S. Army Corps of Engineers, Trinity River 2004**. Project Management and quality control support to Trinity River Dallas Floodway Extension project including excavation and construction of swales, wetland, levees, and flood conveyance in Texas.

EDUCATION/CERTIFICATIONS

- Bachelor's degree, Civil Engineering, University of Purdue, Indiana
- CERES – Asbestos, Leads & Hazardous Materials
- USACE- Construction Quality Management for Contractors
- OSHA- Construction Safety &Health
- ISO 9000
- CIV - PMP Project Manager Professional
- RED CROSS- CPR & First Aid
- Languages*:* English, Spanish, Italian (Intermediate), French (intermediate)

Matt Sharpe, Director of Operations

Mr. Sharpe has been involved in management and supervision of disaster recovery projects for more than 15 years, including the management of seven USACE-controlled projects during the aftermath of Hurricane Katrina. He is responsible for all aspects of Ceres disaster operations, including logistical coordination, assignment of project management staff, DMS qualification, subcontractor tasking, and collection, reduction and haul out operations.

PROFESSIONAL EXPERIENCE

- **Southeast Tornadoes 2017.** Project manager for debris removal project in City of Albany, GA following a tornado in January.
- **Hurricanes Hermine and Matthew 2016.** Operational oversight of more than 20 activations of debris removal contracts following two late hurricanes in the 2016 season.
- **Louisiana Flooding 2016.** Operational oversight of major debris removal projects following heavy rains and flooding in Louisiana. Directed staff on three projects resulting in over 1,000,000 CY of debris collection.
- **Oklahoma Ice Storm 2015.** Director of Operations for Ceres debris removal projects in Oklahoma City, Warr Acres, El Reno, Calumet, Piedmont and Canadian County. Oversaw the collection, processing, grinding/air curtain burning and haul out of over 200,000 CY of debris while ensuring separate and complete documentation for each client's FEMA reimbursement.
- **Livingston Parish 2015.** Director of Operations for Ceres waterway debris removal project in Livingston Parish. Worked to develop Task Order and project approach with the Parish and the State of Louisiana.
- **Alabama Tornados 2014.** Director of Operations for Ceres responses in Adamsville, Graysville, and Kimberly, AL. Oversaw citywide cleanup of eligible tornado-related debris from right-of-ways. Removal of over 20,000; 77,000, and 21,000 CY in respective cities.
- **Winter Storm Ulysses 2014.** Director of Operations for Ceres responses to NCDOT in multiple counties. Oversaw the collection, processing, grinding and haul out of over 300,000 CYs of debris. Responsible for locating, qualifying and constructing multiple DMS locations within 72 hours.
- **Winter Storm Pax 2014.** Director of Operations for Columbia County clean up after Winter Storm Pax. Responsible for oversight of removal and disposal of over 500,000 CY of debris.
- **Hurricane Isaac 2012.** Project Manager for City of Kenner contract activation. Ceres removed almost 54,000 CY of vegetative and C&D debris, including bagged mixed debris, from the City rights-of-way in three weeks.
- **Haiti Earthquake 2010-2013.** Provided project management and supervision to Haiti recovery operations including site evaluations, contract review, and estimating.
- **Ice Storms 2009**, Project management and supervision of operations for County cleanup of Winter Ice Storm in Kentucky; Trimmed, loaded, and hauled vegetative debris from County maintained rights-of-ways.
- **Hurricanes Ike and Gustav 2008.** Managed six projects simultaneously in Texas and Louisiana, as a subcontractor, and lead the HHW removal for Vermillion Parrish LA.
- **Hurricane Katrina 2005.** Managed 12 projects simultaneously, as a subcontractor, including 'turn-key' Debris removal and Disposal for Jones County, Covington and Green Counties, MS, Debris removal for Jackson and Harrison Counties, MS, Demolition for Orleans and St. Tammany Parishes, LA, and Interstate ROW clearing for LADOT and MSDOT.
- **Hurricane Wilma 2005.** Managed Debris removal operations, as a subcontractor, for Palm Beach and Martin Counties, FL.
- **Hurricane Season 2004 (FL).** Managed fourteen Debris removal and Reduction Projects simultaneously, as a subcontractor.

EDUCATION/CERTIFICATIONS

- Associate's Degree, Emmanuelle College
- Continuing education in Accounting and Business Management from Gainesville Jr. College and Marketing from Georgia Southern University
- 40-hour HAZWOPER certification

Daniel Ortiz Soto, Site Manager

Mr. Ortiz has 11 years' experience with Ceres Environmental Services, Inc. in debris processing and in the heavy construction field, including eight years as a supervisor. Mr. Ortiz's management experience includes multiple disaster recovery projects where he has held positions of Site Manager, TDSR Manager, Field Superintendent, and Crew Foreman. Mr. Ortiz has experience in planning, scheduling, and directing crews, reading plans, and staking grade. He has significant emergency response experience in operating equipment used for sorting, processing, and disposal of mixed, vegetative and C & D hurricane debris.

PROFESSIONAL EXPERIENCE

- **Winter Storm Alfred 2011.** Site manager for grinding of vegetative debris. Ceres managed over 320,000 CY of debris in two locations.
- **Flood Control, U.S. Army Corps of Engineers, Rio Puerto Nuevo 2008**, Site Manager for Floodway Control project which included river channelization and levee construction, clearing and grubbing in Puerto Rico; Management of approximately construction 5 crews
- **Hurricane Rita 2005**, Site Management for debris removal and disposal of approximately 4.5 million cubic yards of hurricane material; Lead reduction and processing of over 1.1 million cubic yards of debris
- **Hurricane Katrina 2005**, Site Manager for area reducing and processing of hurricane material; Operations management to TDSR sites for processing and disposal of material; Management of reduction and processing crews
- **Hurricanes Jeanne & Frances 2004**, Site Management for emergency temporary roofing installation in Florida
- **U.S. Army Corps of Engineers, Trinity River 2004**, Crew Foreman for Trinity River Dallas Floodway Extension project which included excavation and construction of swales, wetland, levees, and flood conveyance in Texas
- **U.S. Forest Service, Aviary Hospital 2005**, Crew Foreman and operations management for building construction of Aviary Bird Hospital which included site preparation and grading in Caribbean National Forest, Puerto Rico
- **U.S. Army Corps of Engineers, Lake Cerillos 2000**, Crew Foreman for flood control, water supply , recreation, fish & wildlife enhancement and channel improvements to Lake Cerillos in Puerto
- **Hurricane Georges 1998**, Crew Foreman and Site Management for removal, processing and disposal of 2.3 cubic million yards of mixed hurricane debris; Management of TDSR site

EDUCATION/CERTIFICATIONS

- Bilingual – Fluent in English and Spanish

Jakob Thompson, Health and Safety Officer

Mr. Thompson has 13 years' experience in the health and safety field. His firefighting, EMT and military experience provide him knowledge of a wide range of biological, chemical, and physical hazards. He has experience managing risk for himself and others in dangerous situations. His overseas experience in the military provides a reliable baseline for work in emergency response situations under less-than-ideal conditions. Mr. Thompson holds multiple OSHA and first aid certifications.

PROFESSIONAL EXPERIENCE

- **Environmental Health and Safety Officer** January 2012 – present, Truitier Landfill, Port-au-Prince, Haiti. Responsible for compliance with Site Health and Safety plan. Responsible for preventing unauthorized site entry and keeping track of all individuals onsite. Responsible for site security during working hours. Monitors weather broadcasts to ensure air quality and site conditions are conducive to a safe work environment. Holds daily Site Health and Safety briefings.
- **Security Forces (Military Police)**, Air National Guard, December 2005 - December 2011. Carried out law enforcement duties, and provided security for various government resources, including installation entry control. Specific experience and achievements:
    - Deployed to Kirkuk, Iraq, in direct support of Operation Iraqi Freedom, January-August 2009
    - Provided security for Admiral Michael Mullen, Chairman of the Joint Chiefs of Staff, during his visit to Kirkuk
    - Accounted for over 800 weapons and 100,000 rounds of ammunition daily as a flight armorer
    - Attended Airman Leadership School at Malmstrom Air Force Base, Montana, November-December 2009
    - Earned promotion to Staff Sergeant in just over four years of service
- **Firefighter/Emergency Medical Technician (EMT)**, Lowell Fire Protection District Lowell, OR, December 2007 - December 2008. Served the community of Lowell and the surrounding area, acquiring training and skill development as a first responder, by gaining experience from a wide range of incidents, such as: structural fires, wildfires, motor vehicle accidents, swift-water river rescues, and a large variety of medical emergencies.
- **Firefighter/EMT**, Sheridan Fire Department Sheridan, CO, June 2003 - June 2005. Continued to hone EMT abilities, while also developing a higher proficiency for firefighting and rescue operations.
- **EMT**, Action Care Ambulance Denver, CO, June 2002 - June 2005. Worked closely with nearly every municipal fire department in the entire Denver metro area.
- **Wildland Firefighter** (Seasonal), Bureau of Land Management Las Vegas, NV, May - October 1999. Worked as a member of an engine crew to combat the spread of fast-moving wildfires as they occurred throughout the state of Nevada, and into parts of southern Idaho.

EDUCATION/CERTIFICATIONS

- BAS in Business Administration - Public Service/Safety, Pensacola State College, Pensacola, FL (in progress)
- AS in Criminal Justice, Community College of the Air Force, Montgomery, AL
- AAS in Fire Science & Technology, Red Rocks Community College, Lakewood, CO
- Emergency Medical Technician Certification – Colorado 2002-2008, Oregon 2008-2009, National Registry 2002
- Firefighter-I Certification – Colorado 2002, Oregon 2008
- Hazardous Materials Training for Emergency Responders 2002
- OSHA 10 Hour Certification
- OSHA 30 Hour Certification
- OSHA 24 and 40-hour Hazwoper Certification

Brent Whitten, Project Manager/Project Superintendent

Mr. Whitten has been involved in debris management and disaster recovery services for 13 years. His work has ranged from demolition of residential and commercial sites after Hurricane Katrina to quality control for the U.S. Army Corps of Engineers to environmental sampling and monitoring after Hurricane Isaac. He is FEMA-certified in Debris Operations and the Incident Command System. He is also a FEMA-certified Disaster Housing Inspector. His responsibilities include direct supervision of a project and ensuring compliance with all safety and quality control regulations. Mr. Whitten brings strong organizational skills and the ability to motivate to any job.

PROFESSIONAL EXPERIENCE

- **Southeast Tornadoes 2017**. Provided direct supervision on post-tornado debris management project for Dougherty County. The project involved collection, removal and processing of over 650,000 cubic yards of debris.
- **Linfield Hunter & Junius Inc., USACE New Orleans District, 2014-2016**. Quality Assurance Representative for USACE Construction Division. Responsible for conferring with the Construction Division in clarifying deviations or inadequacies in plans, impractical specifications and unworkable schedules.
- **SMC Buildings, Design/Build New Commissary, Fort Polk, LA, May – October 2014.** Quality Control Manager for design/build project. Responsible for maintaining the project submittal log and all other project specific quality control reports. Assembled project closeout documents that include O&M manuals, as-builts, and warranties.
- **Great Lakes Dredge & Dock, January – May 2014**. Quality Control Manager for construction project. Responsible for conducting QC meetings, perform the three phases of control, perform submittal review and approval and perform necessary QA/QC checks on all survey submittals.
- **Hurricane Isaac, CTEH/Providence Engineer and Environmental, 2012.** Conducted environmental sampling and data collection. Assisted in conducting research performing investigations for the purpose of identifying, abating, or eliminating sources of pollutants or hazards. Conducted air, water and/or soil sampling, meteorological monitoring.
- **Infinity Construction, St. Charles Parish, LA, February – September 2012**. Responsible for managing, implementing and enforcing the Accident Prevention Plan and the 385-1-1. Responsible for managing and implementing the QC Plan.
- **Benetech, LLC, New Orleans, LA, 2010-2012**. Safety Manager and Quality Control Manager for projects under Benetech. Responsible for overseeing and enforcing Benetech's safety program for various USACE construction jobs ranging from $7,000,000 to $25,000,000.
- **AquaTerra Contracting, New Orleans, LA, 2008-2010**. Safety Manager and Quality Control Manager on USACE job sites. Ensured proper safety was being followed per 385-1-1 and company safety policy. Prepared site specific AHA's. Implemented Accident Prevention Plan. Trained all employees on safety procedures. Conducted weekly safety meetings.
- **Environmental Chemical Corp., New Orleans, LA, 2006-2008**. Supervised the decommissioning, demolition, and disposal of privately properties in accordance with applicable federal, state and local requirements. Supervised the demolition of over 200 homes and commercial structures destroyed by Hurricane Katrina.
- **Post Buckley Schuh & Jernigan, Inc., 2004-2006**. Environmental Inspector and Evacuation Plan Writer following Hurricanes Wilma, Katrina Charley, Frances, and Jean.

EDUCATION/CERTIFICATIONS

- BS, Wilberforce University.
- FEMA IS-102 FEMA Response Partners
- FEMA IS-632 Debris Operations
- OSHA 40 Hour Hazwoper Training
- FEMA IS-00035.15 Safety Orientation 2015
- FEMA Disaster Housing Inspector (PARR)
- E-QIP # 3943088
- FEMA IS-100 ICS
- FEMA IS-631 Public Assistance
- OSHA 30 Hour Construction Safety
- USACE Training Safety & Health EM 385-1-1
- U.S. Army Corps of Engineers QCS/RMS Training
- U.S. Army Corps of Engineers Construction Quality Management
- First Aid/CPR/AED

Clayton Ross Young, Project Manager

Mr. Young has experience in project management and field supervisor for disaster recovery projects and construction projects. He has expertise in safety and regulation compliance, team building and leadership, budget forecasting and client/community relationship management. Mr. Young has lead projects following disaster such as hurricanes, floods and tornadoes.

PROFESSIONAL EXPERIENCE

- **Hurricane Harvey 2017.** Project Manager for Ceres response to the City of Pearland, Texas following Hurricane Harvey.
- **Louisiana Flooding 2016.** Field assessment lead during projects for Livingston Parish and Denham Springs following heavy rains and flooding in Louisiana.
- **Moore, OK Tornado 2013.** Field assessment lead for project response to the City of Moore, Oklahoma following an EF5 tornado.
- **Hurricane Isaac 2012.** Field Supervisor for response to jurisdictions in Louisiana following Hurricane Isaac.
- **Superstorm Sandy 2012.** Field Supervisor for cleanup efforts in New York and New Jersey after Superstorm Sandy.
- **Well Bore, Williston, ND.** Field Supervisor for Baker Hughes.

EDUCATION/CERTIFICATIONS

- B.S. Political Science, Business Administration & Management, University of Mississippi
- National Safety Council CPR Course
- OSHA 10-Hour Certification
- 100+ Hours of Disaster Relief Professional Development
- National Safety Council First Aid Course
- H2S Certified

Timothy Zanor, Imaging Supervisor, IT Support

Mr. Zanor brings 16 years of experience to Ceres of direct and remote computer support administration with extensive experience in multi-workstation and server configurations. Mr. Zanor is responsible for Ceres' electronic document library, image scanning and maintenance of electronic document retention guidelines. He is proficient in software including Maxwell Systems, Citrix, RMS/QCS, SQL Servers, VOiP Systems, Blackberry Servers and Exchange Servers.

PROFESSIONAL EXPERIENCE

- **Mississippi Tornado 2014** providing network administration, technical support, imaging and systems maintenance support to tornado recovery and clean-up efforts in Mississippi.
- **Alabama Tornadoes 2014** providing network administration, technical support, imaging and systems maintenance support to tornado recovery efforts in Alabama.
- **Winter Storm Pax 2014** providing network administration, technical support, imaging and systems maintenance support to disaster response contract in Georgia and North Carolina.
- **Hurricane Isaac 2012** providing network administration, technical support, imaging and systems maintenance support to hurricane recovery contracts in Louisiana.
- **Winter Storm Alfred 2011** providing network administration, technical support, imaging and systems maintenance support to winter storm recovery projects in Connecticut.
- **North Dakota Flood Recovery 2011** providing network administration, technical support, imaging and systems maintenance support to flood recovery operations.
- **Hurricane Irene 2011** providing network administration, technical support, imaging and systems maintenance support to hurricane recovery operations in Virginia and North Carolina.
- **Alabama Tornadoes April 2011,** Network administrative, imaging and systems maintenance support to debris clean up in nine Alabama locations which included trimming, loading, and hauling of debris. Also administrated data management and tabulation for Jefferson County and Jasper.
- **Haiti Earthquake 2010 - present,** providing network administration, technical support, imaging and systems maintenance support to earthquake recovery operations in Port-au-Prince, Haiti.
- **Ice Storm 2009**, Network administrative, imaging and systems maintenance support to emergency debris clean up after Winter ice storm which included trimming, loading, and hauling of vegetative debris for county rights-of-ways in Kentucky
- **Hurricane Ike 2008**, System and electronic resources administration and operations support to county and city debris removal and disposal in Texas
- **Hurricane Gustav 2008**, Procurement, installation and configuring of network servers and workstations in support of field operations for emergency debris removal and disposal of over 1.9 million cubic yards of debris in Louisiana; Imaging support for debris tickets; Creation of wide area network (WAN) for secure TDSR sites and field offices; Maintenance management of network systems and electronic resources
- **Hurricane Dolly 2008**, Network administration and system maintenance support to debris removal, processing and disposal operations from county rights-of-ways in Texas
- **Iowa Flood 2008**, System support including network and internet access security to field operations for debris removal and disposal which also included white goods, C & D, and household hazardous waste removal and disposal in Iowa
- **Flood Control, Rio Puerto Nuevo, Rio Fajardo 2007**, Procurement, configuration, and IT support for Floodway Control (USACE) project in Puerto Rico
- **U.S. Army**, Aviation Battalion 1st Platoon Utility and Battalion Commanders Helicopter Crew Chief, Aviation Life Support Officer, and NBC Officer responsible for nuclear, biological, and chemical warfare prevention.

EDUCATION/CERTIFICATIONS

- Program Microcomputers Specialist, Century College
- Bachelor's degree, Information Technology, Colorado Technical University (in progress)
- Network Operating Systems training: Novell2.x, 3.1x, 4, & 5; Microsoft SBS; and Microsoft LAN
- LaserFiche Administrator, user ver. 8.0 training; LaserFiche Quick Fields ver. 7.0 training

Employee Certifications

Emergency Management Institute

FEMA

This Certificate of Achievement is to acknowledge that

DAVID A PREUS

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00100.a
Introduction to the Incident Command System, ICS-100

Issued this 25th Day of May, 2009

0.3 IACET CEU

Cortez Lawrence, PhD
Superintendent
Emergency Management Institute

Ceres Employees Holding This Certification

- Chuck Owens
- David Preus
- Dawn Brown
- Derek Pruner
- Earl Lutz
- Gail Hanscom
- Karl Dix
- Mike Hansen
- Patricia Macey
- Steve Johnson
- Tia Laurie
- Jason Alber

Emergency Management Institute

FEMA

This Certificate of Achievement is to acknowledge that

PATRICIA C MACEY

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00200.b
ICS for Single Resources and Initial Action Incident, ICS-200

Issued this 22nd Day of December, 2010

0.3 IACET CEU

Vilma Schifano Milmoe
Superintendent (Acting)
Emergency Management Institute

Ceres Employees Holding This Certification

- Chuck Owens
- Derek Pruner
- Earl Lutz
- Gail Hanscom
- Mike Hansen
- Patricia Macey
- Steve Johnson
- Jason Alber

Certificate of Achievement

This Certificate of Achievement is to acknowledge that

Gail M. Hanscom

Has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of requirements of the

IS-300
INTERMEDIATE INCIDENT COMMAND SYSTEM COURSE

as prescribed by the
Minnesota Department of Public Safety,
Division of Homeland Security and Emergency Management
And Federal Emergency Management Agency

This training sponsored and coordinated by the Champlin Office of Emergency Management

Champlin, Minnesota
Issued this 1st day of June, 2007

Instructor

Ceres Employees Holding This Certification

- Earl Lutz
- Gail Hanscom
- Mike Hansen
- Patricia Macey
- Steve Johnson

 Certificate of Achievement This Certificate of Achievement is to acknowledge that Gail M. Hanscom Has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of requirements of the IS-400 ADVANCED INCIDENT COMMAND SYSTEM COURSE as prescribed by the Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management And Federal Emergency Management Agency This training sponsored and coordinated by the Champlin Office of Emergency Management Champlin, Minnesota Issued this 1st day of June, 2007 Instructor	**Ceres Employees Holding This Certification** ▪ Earl Lutz ▪ Gail Hanscom ▪ Mike Hansen ▪ Patricia Macey ▪ Steve Johnson
 Emergency Management Institute FEMA This Certificate of Achievement is to acknowledge that TIA N LAURIE has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course: IS-00700 National Incident Management System (NIMS), An Introduction Issued this 22nd Day of December, 2008 Cortez Lawrence, PhD Superintendent Emergency Management Institute 0.3 CEU	**Ceres Employees Holding This Certification** ▪ Chuck Owens ▪ Derek Pruner ▪ Earl Lutz ▪ Gail Hanscom ▪ Karl Dix ▪ Mike Hansen ▪ Patricia Macey ▪ Steve Johnson ▪ Tia Laurie
 Emergency Management Institute FEMA This Certificate of Achievement is to acknowledge that JASON ALBER has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course: IS-00800.b National Response Framework, An Introduction Issued this 11th Day of July, 2016 Tony Russell Superintendent Emergency Management Institute 0.3 IACET CEU	**Ceres Employees Holding This Certification** ▪ Chuck Owens ▪ Derek Pruner ▪ Karl Dix ▪ Patricia Macey ▪ Tia Laurie ▪ Jason Alber

 Emergency Management Institute FEMA This Certificate of Achievement is to acknowledge that DEREK E PRUNER has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course: IS-00001 Emergency Program Manager An Orientation to the Position Issued this 22nd Day of April, 2010 1.0 IACET CEU IACET Cortez Lawrence, PhD Superintendent Emergency Management Institute	**Ceres Employees Holding This Certification** ▪ Derek Pruner
 Emergency Management Institute FEMA This Certificate of Achievement is to acknowledge that TIA N LAURIE has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course: IS-00010 Animals in Disaster, Awareness and Preparedness Issued this 31st Day of December, 2008 1.0 CEU Cortez Lawrence, PhD Superintendent Emergency Management Institute	**Ceres Employees Holding This Certification** ▪ Tia Laurie
 Emergency Management Institute FEMA This Certificate of Achievement is to acknowledge that JASON ALBER has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course: IS-00026 Guide to Points of Distribution Issued this 11th Day of July, 2016 0.4 IACET CEU IACET Tony Russell Superintendent Emergency Management Institute	**Ceres Employees Holding This Certification** ▪ Derek Pruner ▪ Jason Alber

 Emergency Management Institute FEMA This Certificate of Achievement is to acknowledge that JASON ALBER has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course: IS-00033.16 FEMA Initial Ethics Orientation 2016 Issued this 11th Day of July, 2016 Tony Russell Superintendent Emergency Management Institute 0.1 IACET CEU	**Ceres Employees Holding This Certification** ▪ Derek Pruner ▪ Jason Alber
 Emergency Management Institute FEMA This Certificate of Achievement is to acknowledge that TIA LAURIE has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course: IS-00102 Deployment Basics for FEMA Response Partners Issued this 2nd Day of January, 2009 Cortez Lawrence, PhD Superintendent Emergency Management Institute 0.1 CEU	**Ceres Employees Holding This Certification** ▪ Derek Pruner ▪ Tia Laurie ▪ Jason Alber
 Emergency Management Institute FEMA This Certificate of Achievement is to acknowledge that JASON ALBER has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course: IS-00120.a An Introduction to Exercises Issued this 8th Day of July, 2016 Tony Russell Superintendent Emergency Management Institute 0.5 IACET CEU	**Ceres Employees Holding This Certification** ▪ Derek Pruner ▪ Jason Alber

 Emergency Management Institute FEMA This Certificate of Achievement is to acknowledge that DEREK E PRUNER has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course: IS-00130 Exercise Evaluation and Improvement Planning Issued this 20th Day of April, 2010 Cortez Lawrence, PhD Superintendent Emergency Management Institute 0.5 IACET CEU	**Ceres Employees Holding This Certification** ▪ Derek Pruner
 Emergency Management Institute FEMA This Certificate of Achievement is to acknowledge that DEREK E PRUNER has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course: IS-00139 Exercise Design Issued this 21st Day of April, 2010 Cortez Lawrence, PhD Superintendent Emergency Management Institute 1.5 IACET CEUs	**Ceres Employees Holding This Certification** ▪ Derek Pruner
 Emergency Management Institute FEMA This Certificate of Achievement is to acknowledge that JASON ALBER has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course: IS-00230.d Fundamentals of Emergency Management Issued this 8th Day of July, 2016 Tony Russell Superintendent Emergency Management Institute 0.6 IACET CEU	**Ceres Employees Holding This Certification** ▪ Derek Pruner ▪ Jason Alber

 Emergency Management Institute FEMA This Certificate of Achievement is to acknowledge that JASON ALBER has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course: IS-00235.c Emergency Planning Issued this 8th Day of July, 2016 Tony Russell Superintendent Emergency Management Institute 0.5 IACET CEU	**Ceres Employees Holding This Certification** ▪ Derek Pruner ▪ Jason Alber
 Emergency Management Institute FEMA This Certificate of Achievement is to acknowledge that JASON ALBER has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course: IS-00240.b Leadership and Influence Issued this 11th Day of July, 2016 Tony Russell Superintendent Emergency Management Institute 0.3 IACET CEU	**Ceres Employees Holding This Certification** ▪ Derek Pruner ▪ Jason Alber
 Emergency Management Institute FEMA This Certificate of Achievement is to acknowledge that JASON ALBER has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course: IS-00288.a The Role of Voluntary Agencies in Emergency Management Issued this 11th Day of July, 2016 Tony Russell Superintendent Emergency Management Institute 1.0 IACET CEU	**Ceres Employees Holding This Certification** ▪ Derek Pruner ▪ Jason Alber

 Emergency Management Institute FEMA This Certificate of Achievement is to acknowledge that DEREK E PRUNER has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course: IS-00293 Mission Assignment Overview Issued this 30th Day of March, 2010 0.3 IACET CEU Cortez Lawrence, PhD Superintendent Emergency Management Institute	**Ceres Employees Holding This Certification** ▪ Derek Pruner
 Emergency Management Institute FEMA This Certificate of Achievement is to acknowledge that TIA LAURIE has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course: IS-00630 Introduction to the Public Assistance Process Issued this 21st Day of December, 2009 0.2 IACET CEU Cortez Lawrence, PhD Superintendent Emergency Management Institute	**Ceres Employees Holding This Certification** ▪ Patricia Macey ▪ Tia Laurie
 Emergency Management Institute FEMA This Certificate of Achievement is to acknowledge that DEREK E PRUNER has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course: IS-00631 Public Assistance Operation I Issued this 7th Day of April, 2010 0.7 IACET CEU Cortez Lawrence, PhD Superintendent Emergency Management Institute	**Ceres Employees Holding This Certification** ▪ Derek Pruner ▪ Karl Dix

 Emergency Management Institute FEMA This Certificate of Achievement is to acknowledge that TIA N LAURIE has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course: IS-00632 Intro to Debris Opers in FEMA's Public Assis. Prg Issued this 8th Day of August, 2008 Cortez Lawrence, PhD Superintendent Emergency Management Institute 0.5 CEU	**Ceres Employees Holding This Certification** ▪ Derek Pruner ▪ Karl Dix ▪ Tia Laurie ▪ Jason Alber
 Emergency Management Institute FEMA This Certificate of Achievement is to acknowledge that JASON ALBER has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course: IS-00701.a NIMS Multiagency Coordination System (MACS) Issued this 8th Day of July, 2016 Tony Russell Superintendent Emergency Management Institute 0.5 IACET CEU	**Ceres Employees Holding This Certification** ▪ Derek Pruner ▪ Karl Dix ▪ Jason Alber
 Emergency Management Institute FEMA This Certificate of Achievement is to acknowledge that DEREK E PRUNER has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course: IS-00703.a NIMS Resource Management Issued this 13th Day of April, 2010 Cortez Lawrence, PhD Superintendent Emergency Management Institute 0.3 IACET CEU	**Ceres Employees Holding This Certification** ▪ Derek Pruner ▪ Karl Dix

 Emergency Management Institute FEMA This Certificate of Achievement is to acknowledge that DEREK E PRUNER has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course: IS-00801 Emergency Support Function (ESF) #1 Transportation Issued this 15th Day of April, 2010 0 IACET CEU Cortez Lawrence, PhD Superintendent Emergency Management Institute	**Ceres Employees Holding This Certification** ▪ Derek Pruner
 Emergency Management Institute FEMA This Certificate of Achievement is to acknowledge that DEREK E PRUNER has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course: IS-00802 Emergency Support Function (ESF) #2 Communications Issued this 15th Day of April, 2010 0 IACET CEU Cortez Lawrence, PhD Superintendent Emergency Management Institute	**Ceres Employees Holding This Certification** ▪ Derek Pruner
 Emergency Management Institute FEMA This Certificate of Achievement is to acknowledge that DEREK E PRUNER has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course: IS-00803 Emergency Support Function (ESF) #3 Public Works and Engineering Issued this 15th Day of April, 2010 0 IACET CEU Cortez Lawrence, PhD Superintendent Emergency Management Institute	**Ceres Employees Holding This Certification** ▪ Derek Pruner

 Emergency Management Institute FEMA This Certificate of Achievement is to acknowledge that DEREK E PRUNER has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course: IS-00804 Emergency Support Function (ESF) #4 Firefighting Issued this 16th Day of April, 2010 0 IACET CEU Cortez Lawrence, PhD Superintendent Emergency Management Institute	**Ceres Employees Holding This Certification** ▪ Derek Pruner
 Emergency Management Institute FEMA This Certificate of Achievement is to acknowledge that DEREK E PRUNER has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course: IS-00805 Emergency Support Function (ESF) #5 Emergency Management Issued this 16th Day of April, 2010 0 IACET CEU Cortez Lawrence, PhD Superintendent Emergency Management Institute	**Ceres Employees Holding This Certification** ▪ Derek Pruner
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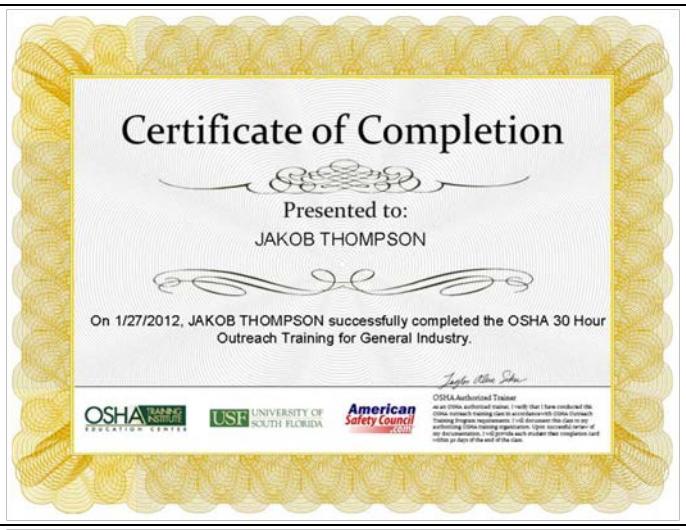
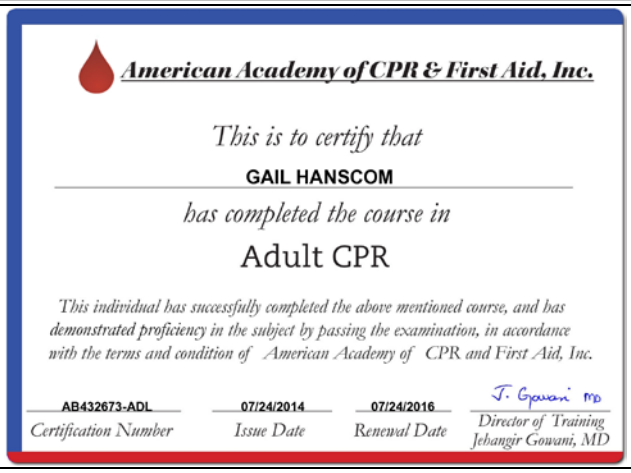
 Emergency Management Institute FEMA This Certificate of Achievement is to acknowledge that DEREK E PRUNER has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course: IS-00812 Emergency Support Function (ESF) #12 Energy Issued this 17th Day of April, 2010 0 IACET CEU Cortez Lawrence, PhD Superintendent Emergency Management Institute	**Ceres Employees Holding This Certification** ▪ Derek Pruner
 Emergency Management Institute FEMA This Certificate of Achievement is to acknowledge that DEREK E PRUNER has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course: IS-00813 Emergency Support Function (ESF) #13 Public Safety and Security Issued this 17th Day of April, 2010 0 IACET CEU Cortez Lawrence, PhD Superintendent Emergency Management Institute	**Ceres Employees Holding This Certification** ▪ Derek Pruner

 Emergency Management Institute FEMA This Certificate of Achievement is to acknowledge that DEREK E PRUNER has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course: IS-00814 Emergency Support Function (ESF) #14 Long-Term Community Recovery Issued this 17th Day of April, 2010 0 IACET CEU IACET Cortez Lawrence, PhD Superintendent Emergency Management Institute	**Ceres Employees Holding This Certification** ▪ Derek Pruner
 Emergency Management Institute FEMA This Certificate of Achievement is to acknowledge that DEREK E PRUNER has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course: IS-01900 National Disaster Medical System (NDMS) Federal Coordinating Center Operations Issued this 18th Day of April, 2010 0.3 IACET CEU IACET Cortez Lawrence, PhD Superintendent Emergency Management Institute	**Ceres Employees Holding This Certification** ▪ Derek Pruner
 Certificate of Completion awarded to Gail M. Hanscom Debris Management Planning for State, Tribal, and Local Officials National Hurricane Conference Orlando, Florida March 31-April 1, 2008 Emergency Management Institute Federal Emergency Management Agency Vilma Schifano-Milnoe Acting Superintendent Emergency Management Institute	**Ceres Employees Holding This Certification** ▪ David Preus ▪ Gail Hanscom

 U.S. ARMY CORPS OF ENGINEERS USACE LEARNING CENTER HUNTSVILLE, ALABAMA NAVFAC CERTIFICATE TIA LAURIE SE9-02-15-00025 has completed the Corps of Engineers and Naval Facility Engineering Command Training Course CONSTRUCTION QUALITY MANAGEMENT FOR CONTRACTORS - #784 University of North Florida Jacksonville, FL Location November 12, 2014 Training Date(s) NAVFAC SE Instructional District/ NAVFAC Robert "Whit" Heffington P.E. NAVFAC SE CISI 904-542-6680 CQM-C Manager Robert "Whit" Heffington P.E. Facilitator/Instructor robert.heffington@navy.mil Email 904-542-6680 Telephone Facilitator/Instructor Signature Director, USACE Learning Center THIS CERTIFICATE EXPIRES FIVE YEARS FROM DATE OF ISSUE Florida Construction Industry Licensing Board - 10 Continuing Education Hours University of North Florida / NAVFAC SE - Provider # 2001343, Course # 0008220	**Ceres Employees Holding This Certification** ▪ Gail Hanscom ▪ Chuck Owens ▪ David Davenport ▪ Derek Pruner ▪ Ron Rodriguez ▪ Tia Laurie
 Certificate of Completion Presented to: JAKOB THOMPSON On 1/27/2012, JAKOB THOMPSON successfully completed the OSHA 30 Hour Outreach Training for General Industry. OSHA Authorized Trainer OSHA TRAINING INSTITUTE EDUCATION CENTER USF UNIVERSITY OF SOUTH FLORIDA American Safety Council	**Ceres Employees Holding This Certification** ▪ Chuck Owens ▪ David Davenport ▪ Jake Thompson ▪ Ron Rodriguez
 Certificate of Completion Presented to: JAKOB THOMPSON On 1/20/2012, JAKOB THOMPSON successfully completed the 10-Hour OSHA Outreach Training Course for General Industry. OSHA Authorized Trainer OSHA TRAINING INSTITUTE EDUCATION CENTER USF UNIVERSITY OF SOUTH FLORIDA American Safety Council	**Ceres Employees Holding This Certification** ▪ David Davenport ▪ Huey DeVille ▪ Jake Thompson ▪ Mike Hansen ▪ Ron Rodriguez ▪ Steve Johnson

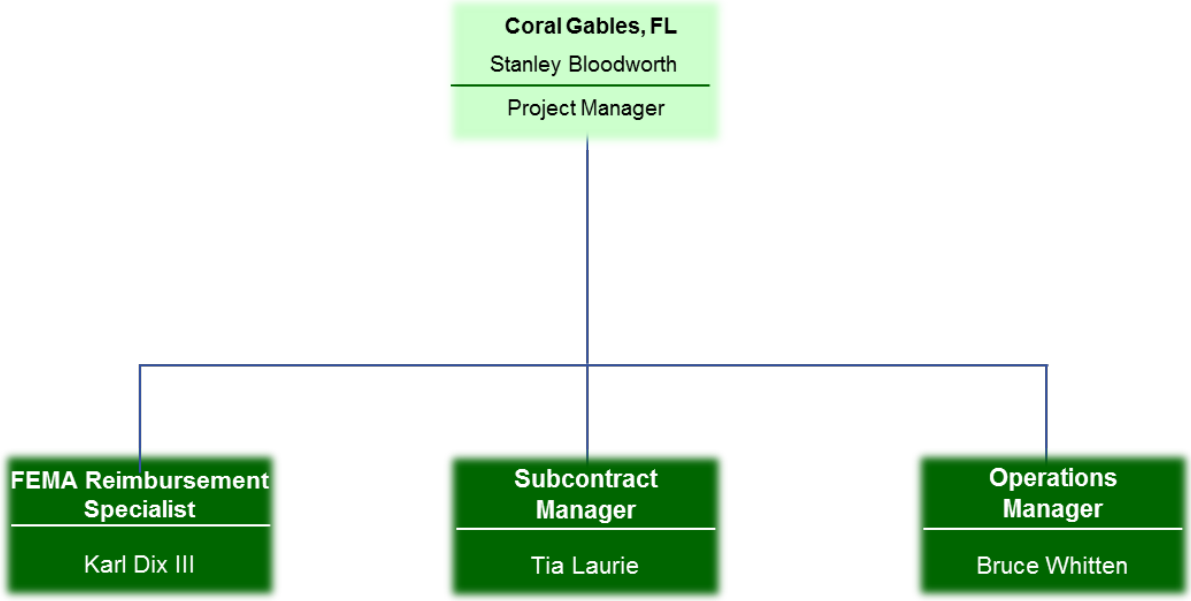
 OSHA.COM Online OSHA Training Certificate of Course Completion Jakob Thompson — Student's Name 40 Hr HAZWOPER — Course Title 04/22/2012 12:24 CST — Course Completion Date Student's Signature 2309315 — Certificate Number 40 — # of hours approved I hereby attest that I have completed the above named safety course in accordance with the ethical guidelines defined by, OSHA.com I acknowledge that I consumed all information and took all Pertinent quizzes and/or final tests. OSHA.com	**Ceres Employees Holding This Certification** ▪ David Davenport ▪ Jake Thompson ▪ Matt Sharpe ▪ Patricia Macey
 American Academy of CPR & First Aid, Inc. This is to certify that GAIL HANSCOM has completed the course in Adult CPR This individual has successfully completed the above mentioned course, and has demonstrated proficiency in the subject by passing the examination, in accordance with the terms and condition of American Academy of CPR and First Aid, Inc. AB432673-ADL — Certification Number 07/24/2014 — Issue Date 07/24/2016 — Renewal Date J. Gowani MD Director of Training Jehangir Gowani, MD	**Ceres Employees Holding This Certification** ▪ Chuck Owens ▪ Gail Hanscom

II.ii.2 Organizational Chart

Ceres Environmental Services, Inc. has 260 employees, more than 60 of whom are professional staff. Many of our staff hold degrees in areas such as Structural and Civil Engineering, Business Administration, Forestry, Geology, Science, and Accounting. As part of the Company's dedication to quality and safety, many of Ceres' management staff are U.S. Army Corps of Engineers-certified in Construction Quality Management; are FEMA-certified in NIMS; are Red Cross-certified in first aid; and have completed OSHA's 40-hour safety training course. Ceres' management has worked extensively on FEMA-reimbursed contracts, and has demonstrated its ability to respond to large-scale events.

For the City of Coral Gables, Ceres will provide exceptionally qualified personnel to lead the efforts for any event occurring for which our services are required. The following core team will be assigned to Coral Gables for the life of the contract. Additional personnel will be assigned based on the size and severity of an event affecting Coral Gables.

The following project organizational chart represents the personnel that will have primary responsibility for the City of Coral Gables during times of contract activation.



Organizational Structure and Charts

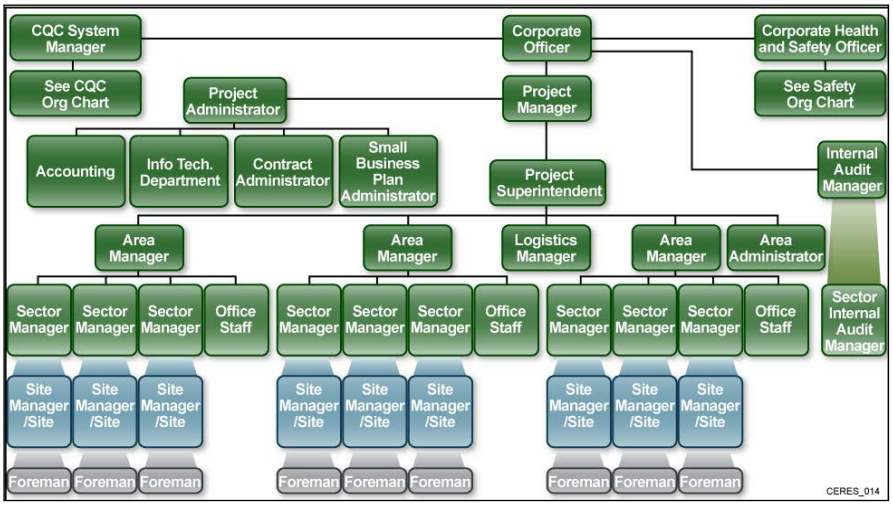
Ceres is a privately held company owned and operated by its President, David McIntyre. The mobilization and contract administration headquarters for this contract will be our Houston, Texas office, with other offices, equipment facilities, staging sites, and recycling centers in Florida and Minnesota.

Ceres is structured so that one or two of the corporate officers can be absent from headquarters for extended periods of time in order to manage projects from the field. There are always one or two remaining at headquarters to ensure continuity of management. This proved very useful when Ceres was awarded a $1 billion contract by the U.S. Army Corps of Engineers to perform a disaster debris contract following Hurricanes Katrina and Rita, in which two of Ceres' officers were in the field in Louisiana for over six months.

Project Management

In Ceres' experience, disaster recovery is project-based. It is best managed using the principles of formal project management that are also embedded in the National Incident Management System and its Incident Command System (ICS). Therefore, Ceres has organized its disaster response work in a manner that relies heavily on a Project Manager (PM) whose position is analogous to the Incident Commander under the ICS. The PM is in charge of all field production and also supervises a Project Administrator who is in charge of administrative functions on a project basis. The PM also supervises the Project Superintendent and several Area Managers (whose quantity depends on the size of the project), who supervise Sector Managers, who supervise Site Managers. The Site Managers supervise a physical location, which may be a TDSR site, a

debris loading site, or a demolition site, and the personnel they supervise are generally foremen or people physically performing the work.



Ceres Project Management organization can be adjusted to fit the size of the project and the area of coverage by changing the number of Area, Sector and Site Managers.

The Project Manager also supervises the work of a Logistics Manager and an Area Administrator, who are staff people. At the Sector level, it is customary to have office staff. This structure allows for optimal production since multiple crews (depending on project size) are supervised and maintained while all safety, data management, and tracking protocols are being met in conjunction with quality performance.

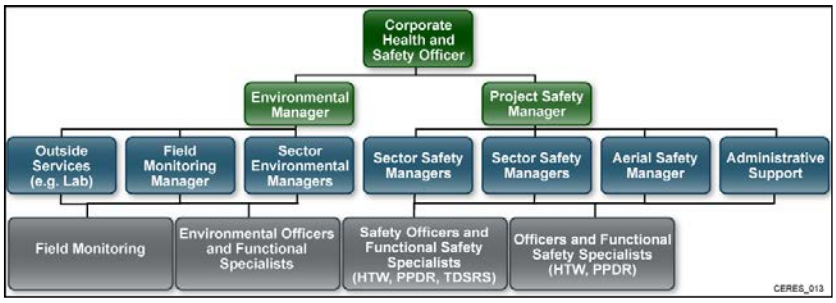
The Project Administrator supervises the administrative staff on a field project. The staff provides support for the line managers and supervisors in the field on the jobsite. The Small Business Plan Administrator locates contracts with and administers relations with subcontractors. On large projects, the Small Business Plan Administrator may have clerical help, and will provide technical support for our subcontractors, such as assistance in preparing certified payrolls if required. The Information Technology (IT) department is responsible for tracking all types of data on the project, record keeping, and database management, and the accounting staff provides onsite support for Ceres personnel.

Internal Audit

The Internal Audit department is a critical component of the Ceres management team. During the work on Hurricane Katrina recovery, especially during the private property debris removal activities, Ceres' management noticed that the quantity of quality control personnel was very high compared with the quantity of traditional production personnel. In order to maintain assurance that a project was proceeding as it should, and that personnel in all aspects of the project are performing as they should, Ceres has instituted the position of Internal Audit Manager, who supervises Audit Managers. These individuals review activities in the field as well as review files in the office to be sure that all Ceres employees are doing their work as specified in the contract. The rigors of a Six Sigma program are not planned, but Ceres senior management believes that this addition to our organization will help Ceres strengthen its performance.

Project Safety

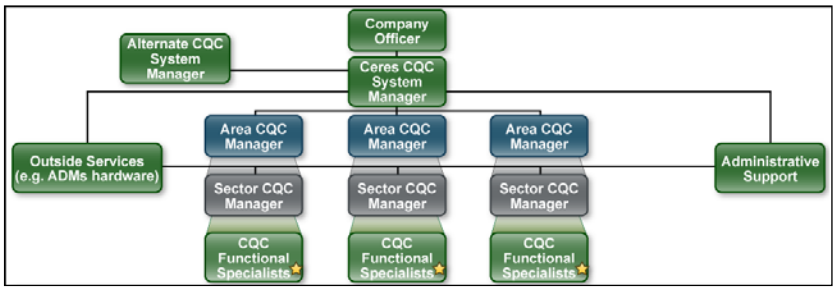
Ceres maintains a Corporate Health and Safety Officer to whom the Environmental Manager and a Project Safety Manager report for each project underway. Sector Managers report to the Environmental Manager and Project Safety Manager, and functional specialists work in the field with specialized training to fill specific needs such as asbestos inspections. The Project Safety Manager in the field is responsible to the Project Manager for monitoring safety conditions and developing measures for assuring the safety of all assigned personnel.



Additional Safety Officers, Functional Safety Specialists and Sector Safety Managers can be added as needed for coverage and to keep spans of control between three and five.

Project Contractor Quality Control

The CQC System Manager reports directly to the Company President in accordance with best corporate practice. Depending on the size of the event, the organization can be readily expanded by adding additional Area and Sector Managers and Functional Specialists. This allows us to maintain coverage and keep spans of control within the ideal three to seven direct reports.



Having the Quality Manager report directly to a company officer means that quality issues get visibility at the highest levels in the company.

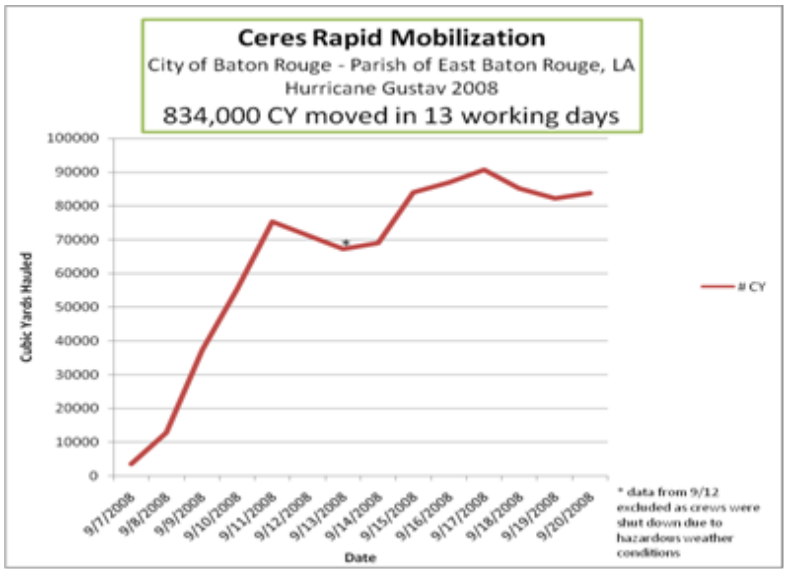
III PROJECT UNDERSTANDING, PROPOSED APPROACH, AND METHODOLOGY

III.1 Project Approach and Understanding Potential Scenarios

Ceres is expert in quick-response service, as evidenced in a letter from the Superintendent of Public Works of Elizabethtown, Kentucky following a storm debris removal project:

> "…Your representatives and employees were cooperative and responsive to our suggestions and requests regarding the progress of the cleanup. **Our town was cleaned up in an amazingly short time and our residents were very thankful."**

Ceres is also expert in high-volume projects, as shown by our 2008 Hurricane Gustav response in the City/Parish of Baton Rouge. Our daily production grew to 92,000 cubic yards in ten days, and we cleaned up half of the City/Parish's debris in the first two weeks of the project, while meeting the City/Parish's schedule for the last day of the work.



Ceres is accomplished in all aspects of the work described in the RFP. Some of those tasks are performed in every project, while other activities are performed only in worst case scenarios. Whether Ceres is tasked with the smallest event or the most catastrophic, Ceres has performed a similar-sized project.

As the severity of an event increases, the physical scope of work of a project will grow. A major event will require a wider variety of services, and it will also require a more complex response with a corresponding higher level of management attention. All projects, from an Event Type 1: Spot Job – Localized, or large such as Event Type 7: Catastrophic Event – Total Management –City-wide will require some basic services including debris loading and hauling. The physical actions of loading debris, cutting trees, hauling debris, reducing debris, managing and closing out a site are similar on small and large events. The larger events also may require additional services including life support (water, ice, food), and as mentioned, the logistics and management abilities required on a larger event are at a higher level. Ceres is qualified to handle all events, large and small, as shown by our successful operations in each of the over 120 FEMA-reimbursed projects we have managed, whether Ceres handled over 13 million cubic yards of debris or less than 10,000 cubic yards of debris.

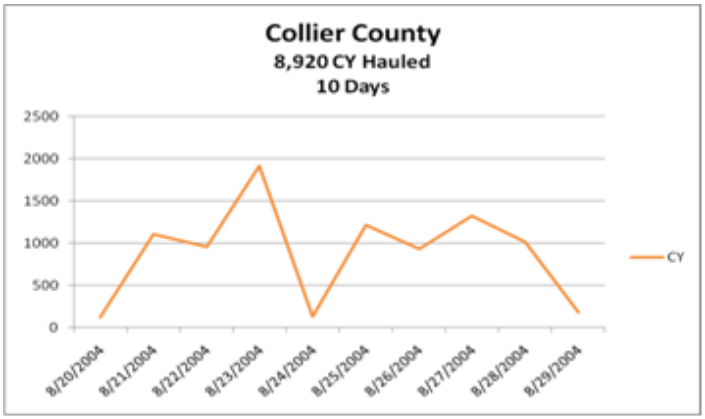
The estimated cubic yards listed below are general estimates. Likewise, **projected mobilization times and equipment usage given are general estimates.** Graphical displays of approximated past performance on similar sized projects are given as a reference.

The following pages describe 7 projected scenarios and detail projected quantities and production rates. Graphs of hauling production in cubic yards on previous projects performed by Ceres illustrate Ceres' ability to perform each scope of work in each scenario. The graphs are rough illustrations of vegetative and construction and demolition debris and may use rounded numbers. The graphs generally do not include stumps, white goods, and other types of materials. Severe one-day drops in production usually indicate a "weather day" of zero hauling for safety reasons.

It is important to note that production rates vary for several reasons. In many cases, the rate of hauling is determined by how quickly citizens bring debris from private property to the curbside. In some cases, such as in Kansas City, the City preferred very quick production. In other cases, the local government wanted Ceres' hauling crews to stay on the job for an extended time even though production was low, because the citizenry needed time to bring debris to the curbside.

Production rates in an event in Coral Gables will vary depending on the actual storm event and physical conditions, and also depending on the City's wishes, which may relate to how quickly residents can bring material out of their yards to the curbside. Generally, Ceres has the capacity to perform more rapidly than is preferred by the local government.

Event Type: 1
Spot Jobs – Localized
Ceres Headquarters Office Location: Sarasota, Florida permanent office with mobile Coral Gables office
Number of TDSR Sites: Maximum of 1, no reduction
Location of TDSR Sites: To be determined
Size of TDSR Sites: 1 acre or more



Type of Hauling Equipment: Knuckleboom self-loading trucks, dump trucks/trailers
Total Expected Cubic Yards of Debris: less than 10,000 CY
Quantity of Hauling Equipment: Ten trucks or less
Time elapsed from Notice to Proceed to first arrival onsite of equipment: 1 hour
Time elapsed from Notice to Proceed to complete mobilization: 100% in 24 hours
Expected Management and Supervision Staff: 1 project manager, 1 or 2 foremen, 1 project accountant

Methodology for Scheduling and Routing the Removal of Debris: Ceres would provide one or more crews consisting of a chain saw crew with flaggers and self loading knuckleboom trucks. A bobcat type loader may also be used. The crew would be supervised by a foreman who would interface with the City field representative, and a Ceres project manager would supervise the foreman and interface with the City administrators to assist with FEMA reimbursement including writing the Project Worksheet. Ceres' expert FEMA reimbursement staff would be available to assist further with FEMA reimbursement issues.

Ceres will haul the debris to a TDSR site where it will be reduced by compaction ("walking" on the debris with tracked heavy equipment) and then transfer it to a recycling yard for grinding and conversion to mulch for recycling, or other method acceptable to the City.

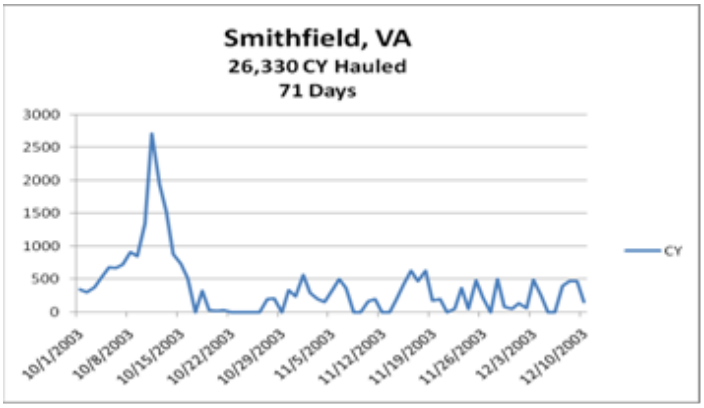
Administration: All trucks would be placarded and certified by Ceres and City personnel, and each load would be ticketed by a City-authorized monitor. All loads will pass under an inspection tower and will be "scaled" or "called" by a City-authorized monitor and the load call will be recorded on the load ticket. Ceres will use its proprietary load ticket software that has been successfully used for twelve years on FEMA-reimbursed projects.

Daily reports will be issued by Ceres stating the amounts of debris hauled the types of debris, and the zones from which the debris originated. Additional information will be provided by Ceres as requested by the City. Ceres, with the City's prior approval, will make available updates to citizens through internet access, including information on which areas have been cleared, and the proposed schedule for future clearing of debris.

Event Type: 2
Small Event – Widespread or City-wide
Ceres Headquarters Office Location: Sarasota, Florida permanent office with mobile Coral Gables office
Number of TDSR Sites: up to 1
Location of TDSR Sites: To be determined
Size of TDSR Sites: 5 to 10 acres
Type of Hauling Equipment: Self-loading knuckleboom trucks, dump trucks/trailers
Total Expected Cubic Yards of Debris: up to 30,000 CY
Quantity of Hauling Equipment: up to 3 crews with a total of up to 12 trucks and 2 bobcats
Time elapsed from Notice to Proceed to first arrival onsite of equipment: 1 hour

Time elapsed from Notice to Proceed to complete mobilization: 100% in 24 hours
Expected Management and Supervision Staff: 1 project manager, 1 superintendent, 1 foreman, 1 project accountant

Methodology for Scheduling and Routing the Removal of Debris: Ceres would provide two or three crews consisting of self loading knuckleboom trucks with flaggers and chain saw operators. Bobcat type loaders would likely be used to forward material into larger piles for efficient pickup by self loading knuckleboom trucks. Each crew would be supervised by a lead man, and all crews would be supervised by a superintendent who would interface with the City field representative. A Debris Management Site (DMS) will be established, a Ceres site manager will be installed who will manage the site operations, which would likely include a dozer, an excavator with grapple, a tub grinder or air curtain incinerator and dump trucks to haul out reduced debris (ash or wood chips). A Ceres project manager would supervise the superintendent and DMS site manager, and will supervise site restoration. The Ceres project manager will also interface with the City administrators to assist with FEMA reimbursement including writing the Project Worksheet. Ceres' expert FEMA reimbursement staff would be available to assist further with FEMA reimbursement issues.



Ceres will haul the debris to a TDSR site where it will be reduced by grinding and then transferred by "live floor" or "walking floor" trucks with approximately 90 cubic yard capacity to a recycling yard for grinding and conversion to mulch for recycling, or other method acceptable to the City.

Administration: All trucks would be placarded and certified by Ceres and City personnel, and each load would be ticketed by a City-authorized monitor. All loads will pass under an inspection tower and will be "scaled" or "called" by a City-authorized monitor and the load call will be recorded on the load ticket.

Ceres will use its proprietary load ticket software that has been successfully used for twelve years on FEMA-reimbursed projects. Daily reports will be issued by Ceres stating the amounts of debris hauled the types of debris, and the zones from which the debris originated. Additional information will be provided by Ceres as requested by the City. Ceres, with the City's prior approval, will make available updates to citizens through internet access, including information on which areas have been cleared, and the proposed schedule for future clearing of debris.

Event Type: 3
Significant Event – Removal, Reduction, Hauling – Woody Debris Only – Widespread or City-wide
Ceres Headquarters Office Location: Sarasota, Florida permanent office with mobile Coral Gables office
Number of TDSR Sites: 2 or 3
Location of TDSR Sites: To be determined
Size of TDSR Sites: 5 to 15 acres
Type of Hauling Equipment: Self loading knuckleboom trucks, dump trucks/trailers, other
Total Expected Cubic Yards of Debris: up to 400,000 CY
Quantity of Hauling Equipment: Self loading knuckleboom trucks, dump trucks/trailers, approximately 8 crews with approximately 46 trucks total.
Time elapsed from Notice to Proceed to first arrival onsite of equipment: 1 hour
Time elapsed from Notice to Proceed to complete mobilization: 50% in 24 hours, 100% in 48 hours
Expected Management and Supervision Staff: General Management: 1 project manager, 1 site superintendent, 1 project superintendent, 2 foremen, 1 quality control officer, 1 administrator, 1 clerk, 1 subcontracting officer, 1 safety and health officer; plus Expected Personnel per TDSR Site: 1 TDSR Site Manager, 1 foreman with truck and cell phone, 1 assistant foreman, 5 to 8 heavy equipment operators, 2 to 4 flaggers for traffic control, 1 to 5 additional laborers for segregation and other material handling

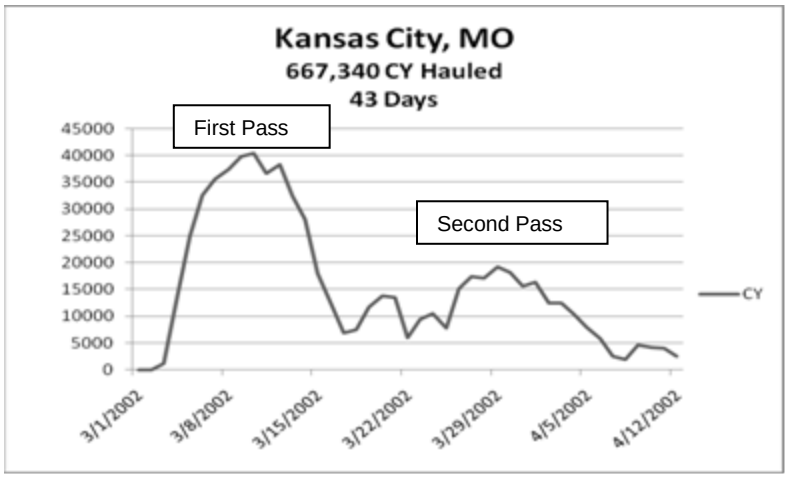
Methodology for Scheduling and Routing the Removal of Debris: Ceres would provide several crews consisting of trucks, loaders, chain saw operators, and flaggers. Trucks and loading equipment would be provided with each crew, including self-loading knuckleboom trucks and other loading and hauling equipment. Bobcat type loaders would likely be used to forward material into larger piles for efficient pickup by self loading knuckleboom trucks. Each crew would be supervised by a lead man, and each crew would be supervised by a foreman who would report to the Ceres superintendent who would interface with the City field representative. A Ceres site manager will be installed who will manage the TDSR site operations, which would likely include a tub grinder or air curtain incinerator, a dozer, an excavator with grapple and dump trucks to load out. A Ceres project manager would supervise the superintendent and DMS site manager, and will supervise site restoration. The Ceres project manager will also interface with the City administrators to assist with FEMA reimbursement including writing the Project Worksheet. Ceres' expert FEMA reimbursement staff would be available to assist further with FEMA reimbursement issues.

Administration: All trucks would be placarded and certified by Ceres and City personnel, and each load would be ticketed by a City-authorized monitor. All loads will pass under an inspection tower and will be "scaled" or "called" by a City-authorized monitor and the load call will be recorded on the load ticket. Ceres will use its proprietary load ticket software that has been successfully used for twelve years on FEMA-reimbursed projects.

Daily reports will be issued by Ceres stating the amounts of debris hauled, the types of debris, and the zones from which the debris originated. Additional information will be provided by Ceres as requested by the City. Ceres, with the prior approval of the City, will make available updates to citizens through internet access, including information on which areas have been cleared, and the proposed schedule for future clearing of debris.

Event Type: 4
Significant Event – Removal, Reduction, Hauling, and Separating – Mixed Debris – Widespread or City-wide
Ceres Headquarters Office Location: Sarasota, Florida permanent office with mobile Coral Gables office
Number of TDSR Sites: 3 to 5
Location of TDSR Sites: To be determined
Size of TDSR Sites: 5 to 20 acres
Type of Hauling Equipment: Self loading knuckleboom trucks, dump trucks/trailers
Total Expected Cubic Yards of Debris: up to 775,000 CY
Quantity of Hauling Equipment: Self loading knuckleboom trucks, dump trucks/trailers, approximately 12 crews with approximately 63 trucks
Time elapsed from Notice to Proceed to first arrival onsite of equipment: 1 hour
Time elapsed from Notice to Proceed to complete mobilization: 50% in 24 hours, 100% in 48 hours
Expected Management and Supervision Staff: General Management: 1 project manager, 1 site superintendent(s), 1 project superintendent, 3 zone managers, 5 foremen, 1 administrator, 1 accountant, 1 quality control officer, 1 clerk, 1 subcontracting officer, 1 safety and health officer, 1 public relations officer; **plus Expected Personnel per TDSR Site**: 1 TDSR Site Manager, 1 foreman with truck and cell phone, 1 assistant foreman, 5 to 8 heavy equipment operators, 2 to 4 flaggers for traffic control, 1 to 5 additional laborers for segregation and other material handling

Methodology for Scheduling and Routing the Removal of Debris: Ceres would provide several crews consisting of trucks, loaders, chain saw operators, and flaggers. Trucks and loading equipment would be provided with each crew, including self-loading knuckleboom trucks and other loading and hauling equipment. Bobcat type loaders would likely be used to forward material into larger piles for efficient pickup by knuckleboom self loading trucks. Each crew would be supervised by a lead man, and each crew would be supervised by a foreman who would report to the Ceres superintendent who would interface with the City field representative. A Ceres site manager will be installed who will manage the TDSR site operations, which would likely include a tub grinder or air curtain incinerator, a dozer, an excavator with grapple and dump trucks to load out. A Ceres project manager would supervise the superintendent and DMS site manager, and will supervise site restoration. The Ceres project manager will also interface with the City administrators to assist with FEMA reimbursement including writing the Project Worksheet. Ceres' expert FEMA reimbursement staff would be available to assist further with FEMA reimbursement issues.



The project manager together with the project superintendent would interface daily with City representatives to review the previous day's progress and would assign streets and geographic territories to crews based on previous progress and input from City representatives.

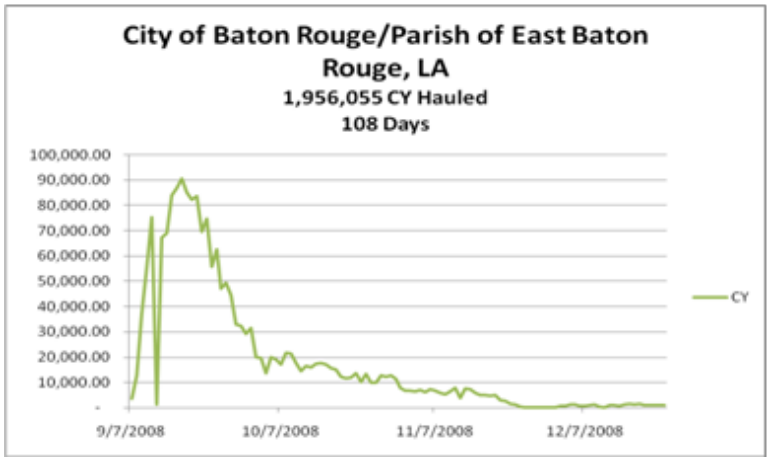
Administration: All trucks would be placarded and certified by Ceres and City personnel, and each load would be ticketed by a City-authorized monitor. All loads will pass under an inspection tower and will be "scaled" or "called" by a City-authorized monitor and the load call will be recorded on the load ticket. Ceres will use its proprietary load ticket software that has been successfully used for twelve years on FEMA-reimbursed projects.

Daily reports will be issued by Ceres stating the amounts of debris hauled, the types of debris, and the zones from which the debris originated. Additional information will be provided by Ceres as requested by the City. Ceres, with the City's prior approval, will make available updates to citizens through internet access, including information on which areas have been cleared, and the proposed schedule for future clearing of debris.

Event Type: 5
Catastrophic Event – Removal, Reduction, Hauling, and Separating – Mixed Debris –City-wide
Ceres Headquarters Office Location: Sarasota, Florida permanent office with mobile Coral Gables office
Number of TDSR Sites: 4 to 6
Location of TDSR Sites: To be determined
Size of TDSR Sites: 5 to 20 acres
Type of Hauling Equipment: Self loading knuckleboom trucks, dump trucks/trailers
Total Expected Cubic Yards of Debris: up to 1,500,000 CY
Quantity of Hauling Equipment: Self loading knuckleboom trucks, dump trucks/trailers, approximately 32 crews with approximately 87 trucks
Time elapsed from Notice to Proceed to first arrival onsite of equipment: 1 hour
Time elapsed from Notice to Proceed to complete mobilization: 25% in 24 hours, 50% in 48 hours, 100% in 72 hours
Expected Management and Supervision Staff: General Management: 1 project manager, 1 project superintendent, 4 site superintendents/zone managers, 10 foreman, 1 FEMA/City liaison, 1 quality control officer, 1 administrator with 3 clerks, 1 subcontracting officer, 1 safety and health officer, 1 accountant; **plus Expected Personnel per TDSR Site**: 1 TDSR Site Manager, 1 foreman with truck and cell phone, 1

assistant foreman, 5 to 8 heavy equipment operators, 2 to 4 flaggers for traffic control, 1 to 5 additional laborers for segregation and other material handling

Methodology for Scheduling and Routing the Removal of Debris: Ceres would provide crews consisting of trucks, loaders, chain saw operators, and flaggers. Trucks and loading equipment would be provided with each crew, including self-loading knuckleboom trucks and other loading and hauling equipment. Bobcat type loaders would likely be used to forward material into larger piles for efficient pickup by self loading knuckleboom trucks. Each crew would be supervised by a lead man, and each crew would be supervised by a foreman who would report to the Ceres superintendent who would interface with the City field representative. A Ceres site manager will be installed who will manage the TDSR site operations, which would likely include a tub grinder or air curtain incinerator, a dozer, an excavator with grapple and dump trucks to load out. A Ceres project manager would supervise the superintendent and DMS site manager, and will supervise site restoration. The Ceres project manager will also interface with the City administrators to assist with FEMA reimbursement including writing the Project Worksheet. Ceres' expert FEMA reimbursement staff would be available to assist further with FEMA reimbursement issues.



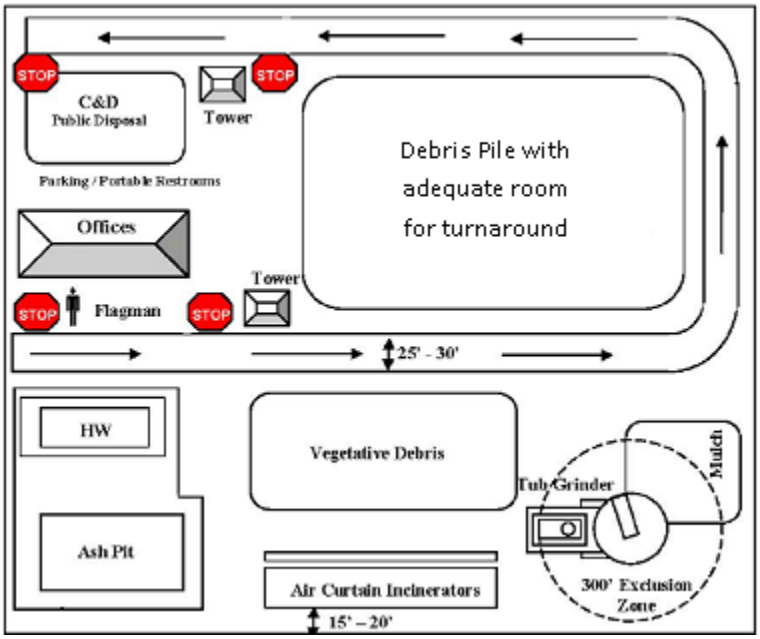
The project manager together with the project superintendent would interface daily with City representatives to review the previous day's progress and would assign streets and geographic territories to crews based on previous progress and input from City representatives.

Administration: All trucks would be placarded and certified by Ceres and City personnel, and each load would be ticketed by a City-authorized monitor. All loads will pass under an inspection tower and will be "scaled" or "called" by a City-authorized monitor and the load call will be recorded on the load ticket. Ceres will use its proprietary load ticket software that has been successfully used for twelve years on FEMA-reimbursed projects.

Daily reports will be issued by Ceres stating the amounts of debris hauled, the types of debris, and the zones from which the debris originated. Additional information will be provided by Ceres as requested by the City. Ceres, with the City's prior approval, will make available updates to citizens through internet access, including information on which areas have been cleared, and the proposed schedule for future clearing of debris.

Event Type: 6
Catastrophic Event – Site Management – **City-wide**
Ceres Headquarters Office Location: Sarasota, Florida permanent office with mobile Coral Gables office
Number of TDSR Sites: 4 to 6
Location of TDSR Sites: To be determined
Size of TDSR Sites: 5 to 20+ acres (possible site layout illustrated below)
Total expected cubic yards of debris to process and document: 1,304,369 (see table above)
Time elapsed from Notice to Proceed to first arrival onsite of equipment: 1 hour
Time elapsed from Notice to Proceed to complete mobilization: 25% in 24 hours, 50% in 48 hours, 75% in 72 hours, 100% in 96 hours

Expected Management and Supervision Staff: General Management personnel: 1 project manager, 1 assistant project manager, 1 project superintendent, 1 assistant project superintendent, 1 FEMA/City liaison, 1 quality control officer, 1 administrator with 1 clerk, 1 subcontracting officer, 1 safety and health officer, 1 accountant with 2 clerks and data entry personnel as required; **Expected personnel per TDSR Site**: 1 TDSR Site Manager, 1 foreman with truck and cell phone, 1 assistant foreman, 7 or 8 heavy equipment operators, 2 to 4 flaggers for traffic control, 3 to 5 additional laborers for segregation and other material handling



Quantity of equipment per site: 1 grinder, 2 excavators and/or backhoes with grapples, 1 dozer, 1 wheel loader with rake, 1 wheel loader with bucket, 1 maintenance truck, 1 water truck for fire suppression, 1 to 2 inspection towers, 1 hazardous materials containment area.

Methodology for accepting and measuring of debris: Inspection – From the constructed tower, the City's designated monitor will determine the capacity of the truck and estimated load volume (percent capacity), and evaluate the load for contaminants requiring segregation. The monitor will instruct the driver regarding the appropriate dump location at the site and will verify the truck is completely empty following dumping. The monitor will complete the load ticket presented for each load delivered to the site.

Unloading - After inspection, the material will be forwarded to the tipping area supported by a wheel loader with rake and laborers. The laborers will inspect the debris and remove any contaminants. Contaminants that are hazardous will be handled by the hazardous toxic waste specialist, staged in the hazmat containment area, and disposed of in accordance with federal, state, and local requirements. Other contaminants, such as metal, will be segregated accordingly.

Segregation - While vegetative debris is generally the most voluminous debris stream, due to the nature of the storm, material segregation is frequently required in order to properly and efficiently process the debris. Collection crews will segregate grindable (vegetative) debris from non-grindable debris to the maximum extent possible during collection and loading operations. These loads, which may contain debris ranging from white goods, household hazardous waste (HHW), e-waste, and other materials, will be segregated and sorted either manually or mechanically to remove the contaminants and then moved to the appropriately lined/fenced areas at the DMS.

Reduction - A wheel loader with rake will push material to the excavators and backhoes for loading material into the grinder. If the mulch produced from grinding is to remain on site for more than four weeks, the mulch piles will then be stacked no higher than 12 feet to minimize the potential for spontaneous combustion. Grinders will operate a safe distance from all other areas of the site to eliminate risk of injury from projectile debris from the grinder. The Dust Control plan will be implemented to ensure dust from the grinder does not impact the adjacent properties. All equipment in the vicinity of the grinders will be equipped with fully-enclosed cabs. If burning is allowed, the debris, once piled in the vicinity of the burn pit area, will be fed into the Air Curtain Incinerator in such a manner as to promote complete combustion. The backhoe will also set aside for forwarding any material that would process more efficiently in a chipper/grinder, such as large diameter logs or stumps. The Air Curtain will be operated at least 100 feet from any stockpile of debris and at least 1,000 feet from any occupied structure.

Final Disposal – Once debris measurement and processing operations are complete, the segregates non-grindables will be recycled to the maximum extent possible. Metals and concrete will be baled, crushed, or

otherwise processed for transport to recycling facilities. Clean that has been processed into mulch will be loaded into live bottom or similar hauling vehicles for delivery to the final disposal location. Mulch will be applied or disposed of at a site(s) approved by the City, as appropriate. The handling of incinerator ash material will comply with all federal, state, and local laws and regulations.

Site Closure - The Site Restoration and Environmental Survey Plan will ensure that restoration of the site will meet the owner's requirements and local regulations. In addition to site cleanup and removal of all debris, the site will be returned to its pre-storm condition or better via providing sufficient ground cover, grading, and seeding as necessary. An outside independent party may be employed to conduct a post utilization environmental survey in order to ensure satisfactory site conditions. Site closure is normally accomplished within 30 days of receipt of the last load of disaster related debris.

Administration: All trucks would be placarded and certified by Ceres and City personnel, and each load would be ticketed by a City-authorized monitor. All loads will pass under an inspection tower and will be "scaled" or "called" by a City-authorized monitor and the load call will be recorded on the load ticket. Ceres will use its proprietary load ticket software that has been successfully used for twelve years on FEMA-reimbursed projects.

Daily reports will be issued by Ceres stating the amounts of debris hauled, the types of debris, and the zones from which the debris originated. Additional information will be provided by Ceres as requested by the City. Ceres, with the City's prior approval, will make available updates to citizens through internet access, including information on which areas have been cleared, and the proposed schedule for future clearing of debris.

Event Type: 7
Catastrophic Event – Total Management – City-wide
Ceres Headquarters Office Location: Sarasota, Florida permanent office with mobile Coral Gables office
Total management would effectively combine the two above Catastrophic Events Types: 5 – Removal, reduction, hauling, and separating mixed debris along with 6 – Site Management
Number of TDSR Sites: 6 to 8
Location of TDSR Sites: To be determined
Size of TDSR Sites: 5 to 20+ acres
Type of Equipment: Self loading knuckleboom trucks, dump trucks/trailers for the ROW/ROE loading and hauling to the temporary sites; and grinders, excavators and/or backhoes with grapples, wheel loader with rake, wheel loader with bucket, maintenance truck, water truck for fire suppression, debris inspection towers, and hazardous materials containment area for site management
Total Expected Cubic Yards of Debris: up to 2,300,000 CY
Quantity of Hauling Equipment: Self loading knuckleboom trucks, dump trucks/trailers, approximately 75 crews with approximately 209 trucks
Expected Management and Supervision Staff: General Management: Citywide (per site personnel listed separately below): 1 project manager, 1 assistant project manager, 6 to 8 site superintendent(s), 1 project superintendent, 1 assistant project superintendent, 12 to 18 foreman, 1 FEMA/City liaison, 1 administrator with 4 clerks, 1 quality control officer, 1 safety and health officer, 1 public relations officer, 1 accountant with 1 clerk; **For each TDSR Site, listed as follows:** 1 site manager, 1 assistant site manager, 2 foremen, 1 lead man, 5 to 8 heavy equipment operators, 3 to 6 flaggers for traffic control, 3 to 5 additional laborers for segregation and other material handling per each TDSR site.

Methodology for Scheduling and Routing the Removal of Debris: Ceres would provide crews consisting of trucks, loaders, chain saw operators, and flaggers. Trucks and loading equipment would be provided with each crew, including self-loading knuckleboom trucks and other loading and hauling equipment. Bobcat type loaders would likely be used to forward material into larger piles for efficient pickup by knuckleboom self loading trucks. Each crew would be supervised by a lead man, and each crew would be supervised by a foreman who would report to the Ceres superintendent who would interface with the City field representative. A Ceres site manager will be installed who will manage the TDSR site operations. Operations at the various TDSR sites would be congruent with the method of operations as listed above, from site inception, preparation, debris acceptance, segregation, processing, haul out, and site closure. A Ceres project manager would supervise the superintendent and DMS site manager, and will supervise site restoration. The Ceres project manager will also interface with the City administrators to assist with FEMA

reimbursement including writing the Project Worksheet. Ceres' expert FEMA reimbursement staff would be available to assist further with FEMA reimbursement issues.

The project manager together with the project superintendent would interface daily with City representatives to review the previous day's progress and would assign streets and geographic territories to crews based on previous progress and input from City representatives.

Administration: All trucks would be placarded and certified by Ceres and City personnel, and each load would be ticketed by a City-authorized monitor. All loads will pass under an inspection tower and will be "scaled" or "called" by a City authorized monitor and the load call will be recorded on the load ticket. Ceres will use its proprietary load ticket software that has been successfully used for twelve years on FEMA-reimbursed projects.

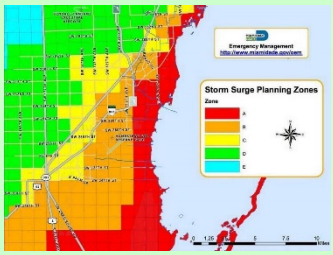
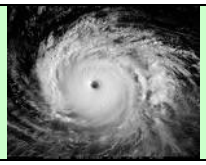
Daily reports will be issued by Ceres stating the amounts of debris hauled, the types of debris, and the zones from which the debris originated. Additional information will be provided by Ceres as requested by the City. Ceres, with the City's prior approval, will make available updates to citizens through internet access, including information on which areas have been cleared, and the proposed schedule for future clearing of debris.

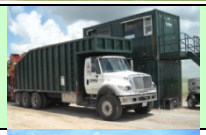
III.2 Debris Management Operations Plan

The following is a general discussion of Ceres Environmental Services, Inc.'s technical approach and understanding of the scope of work. It presents a timetable for response and recovery based on past Ceres experience and our standing disaster response plans. The overall plan for contract execution is described in detail in a section below titled "Contract Performance Phases".

Project Timeline

The following describes the typical workflow between Ceres and Coral Gables once a contract award has been received until FEMA reimbursement.

Projected Storm Preparation and Response Table		
Today	We are at work at Ceres so that we can respond rapidly and successfully to an event in Coral Gables. We are zone mapping, doing localized resourcing, and negotiating subcontractor agreements. Ceres has letters of intent from local subcontractors and is pursuing additional pre-arranged agreements with more local subcontractors and vendors. Being proactive in our pre-event planning allows us to give maximum attention to Coral Gables when the day comes for a disaster response.	
Contract Award	Upon contract award and at the City's request, we schedule a personal visit by a Ceres Project Manager. The purpose of this visit is the personal introduction of the key members of each party's team, discussion of the planning, training, and disaster response preparedness needs of the City. During an event, a Project Manager will be assigned only to Coral Gables and will be available to the City 24 hours per day, 7 days per week.	
Planning and Training	If included in the contract, Ceres will provide training to designated City personnel as agreed. The company also continues its Pre Event planning as it reviews local subcontracts, makes plan changes as necessary and keeps an eye on the weather. Typically, Ceres monitors the National Weather Service forecasts and several subscription services to keep us aware of tropical storms and hurricanes.	
Pre-Storm Mobilization	When a storm in your area is imminent, Ceres takes action quickly so that road clearance and debris removal operations can begin as soon as the storm subsides. At your request, if conditions permit, your Ceres Project Manager, or other Ceres professional, will join Coral Gables personnel in the EOC and help prepare for storm impact and recovery.	
Landfall	Once the immediate threats are past, the on-site Project Manager will work directly with City officials as we begin our disaster response efforts. Our pre-arranged subcontractors will begin readying equipment for registration.	
Cut and Push	The Ceres Project Manager will ensure that City needs are being met in order of priority. Local subcontractors and equipment will begin any necessary road clearance operations and will begin staging efforts for right-of-way debris removal.	

FEMA Records and Data Management	Ceres will assist Coral Gables on an as-requested, as-needed basis to ensure that records are kept and maintained to provide maximum allowable reimbursement to the City.	
Fully Operational	The necessary trucks will be in place to continue debris removal in an orderly fashion. Local subcontractors will be deployed to the maximum extent possible and the Ceres debris removal operation will be fully operational on this day.	
First Pass Complete	At the end of the first pass of debris removal time would be allowed for residents to bring additional debris to the curbside. Crews would begin ramping up to start the second pass. Additional tasks, such as hazardous tree removal, hazardous stump removal, and other similar scopes of work may be implemented.	
Second Pass Complete	Debris removal operations would be well in hand. Hot spot crews would continue to cleanup any debris that has time or safety constraints. The vast majority of storm debris would be cleaned from the rights-of-way. The Ceres Project Manager would begin focusing on project completion procedures.	
Final Pass Complete	Debris removal operations would be 100% complete. The Ceres Project Manager would remain in constant contact with Coral Gables personnel, but daily presence may not be needed by this time.	
Site Reclamation	After debris hauling activities have ceased, all debris on any Debris Management Sites (DMS) will be processed and/or removed. The sites will then be graded and restored, usually by seeding with grass.	
Ticket Reconciliation	Ceres performs ongoing ticket reconciliation with subcontractors and Coral Gables so that databases of debris hauled match as closely as possible. After all debris has been hauled, all truck ticket databases are reconciled to close out the financial records of the project.	
Invoicing	Following reconciliation of the truck records, a final invoice will be delivered.	
FEMA Reimbursement	Ceres will work with the City following the completion of the field work, on an as-requested, as-needed basis to ensure maximum allowable reimbursement.	FEMA

Contract Performance Phases

In order to successfully respond to a disaster, natural or otherwise, planning and preparation are of the utmost importance. Ceres adheres to a series of carefully drawn plans for each step of its response beginning from the time we prepare our response to your RFP until planning begins for the event after next. The following information outlines a generic plan for responding to debris-generating emergencies. Please note that this general summary is not specific to a particular type of disaster event.

Post Award Phase

Upon contract award and at Coral Gables request, a personal visit by a Ceres Project Manager can be scheduled. The purpose of this visit is to introduce the key members of each party's team, discuss the planning, training, and disaster response preparedness needs of the City from their own perspective, and review the Ceres Debris Management Plan, from mobilization to the Final Report. Tours of each of the sites identified for the following uses will be jointly conducted:

- Equipment Staging

- Debris Management Site(s)
- Local Landfills Authorized for Final Disposal
- City Public Works Offices
- City Administration

It is expected that this meeting will require the better part of a normal workday. Discussion will loosely follow a prepared agenda designed to address the critical elements of resource requirements and knowledge base known to significantly enhance the City's level of disaster response preparedness.

This is step one in the strategic pre-positioning of the interpersonal knowledge of each of our (both parties) teammates. Getting to know each other prior to an event is very important in maintaining a seamless transition during an actual disaster recovery.

Planning and Training Phase

Planning and training is available each year of the contract and may include some of the following planning and training topics:

- Hurricane Debris Volume Estimation Using the U.S. Army Corps of Engineers Model
- The FEMA Paperwork Process: From IDA to PW and All Points In Between
- Measuring a Truck/Trailer the FEMA Way
- Load Tickets – Who Fills Out What and Why
- Stumps, Stumps, Stumps
- Determining Your Force Account Capabilities or When Will I Need Help
- FEMA Eligibility – What a "Good" Contractor Will Tell You

This creates further opportunities to develop the relationships between the City staff and Ceres personnel that will help to assure a successful debris management operation, when required.

Alert Phase

Selected Ceres team members are subscribed to special weather advisories from several different sources. We are aware of the weather.

Alert 1: Category I & II Hurricanes

When a Category I or II Hurricane's "Cone of Influence" of Projected Impact Area associated with the **3-day** forecast, begins to touch the coastline, the Project Manager assigned to the contract will commence Alert 1 activities.

Alert 1 activity includes, but is not limited to:

- Calling the previously identified representatives of Coral Gables, and exchanging the most up-to-date contact information each has with the other.
- Activating Ceres notification procedures for all subcontractors – operations and administrative services.
- Contacting and overseeing preparations to make the Project Advance Team ready to deploy.
- Assigning a Project Logistics Coordinator to make use of all services possible: including, but not limited to: hotels/motels, gasoline and diesel fuel, catering/restaurants, laundry services, emergency medical services, vehicle and equipment repair shops, and other disaster response and life support services.
- Confirming the availability of emergency road clearing crews and equipment, and as local conditions dictate, dispatch them to a secure, pre-positioning site near or within the City's boundaries.

Alert 2: Category III, IV, or V Hurricane

The same functions are performed as during Alert 1 activity, but they start when the **5-day** "Cone of Influence" of Projected Impact Area begins to focus on the City's geographic area.

Alert 3: All Other Sudden Impact Events

Sudden Impact Events include earthquakes, ice storms, tornados, man-made, technological events, and terrorist activities. These events do not allow for a forecast or pre-positioning the Project Advance Team.

Ceres pledges to the City to have a representative physically present within 12 hours of notification to respond to Sudden Impact Events.

Mobilization Phase

Ceres is expert at rapidly mobilizing its team and its equipment as well as key subcontractors to provide the City with the necessary resources as quickly as possible. Ceres recognizes that in order to minimize the financial damage to a community, cleanup activities must begin rapidly and proceed without delay.

Pre-Landfall Activities

Ceres Representative (Early Rep): Ceres will provide, at the City's request, a representative prior to hurricane landfall. When a disaster threatens, Ceres is pleased to provide to Coral Gables one or more representatives to be present at the Emergency Operations Center prior to landfall. The Early Rep will interface with City personnel and provide Ceres management with on-the-ground reports regarding local conditions.

Equipment pre-staging: Prior to landfall, Ceres equipment will be pre-staged at the closest mobilization point and contract administration headquarters. Additionally, our principal subcontractors will have equipment available in or near the City's location. In this manner, Ceres will have sufficient equipment to immediately start the initial push when weather permits, and have sufficient equipment to begin the load and haul as soon as possible.

Subcontractor Liaison: As detailed elsewhere in this submission, Ceres has a large number of subcontractors available. During the pre-landfall phase, our subcontractors will be contacted and put on alert in order that they can arrive as soon as safety permits. Ceres already has advance master contracts signed with many subcontractors, so we have already ascertained that they are properly insured.

Project Advance Team

The project team, consisting of the Project Manager and selected Project Administrative Staff and Field Management personnel, will be on-site within 12 hours following notification by the City prior to, or immediately following, storm impact. The project staff may include management representatives from health and safety, quality control, accounting, subcontract administration, logistics, and field management, depending on the size of the event. As soon as practicable, the advance team will compile an initial damage assessment. Personnel sufficient to round out the project administrative staff, its support function, and operations management, will arrive within 24 hours of notification. Once on-site, the Project Manager will be physically capable of responding to the City Representative within one (1) hour of notification.

If requested by the City, the logistics support team will provide and distribute ice, water, food, temporary utilities, sanitary facilities, temporary housing, and any additional services as specified in the agreement between Ceres and the City. During the Preparation/Planning Phase, vendors within and adjacent to the region will be identified and contingency contracts established for the provision of gasoline and diesel fuel, ice, water, food, sanitation, temporary housing, and other services. If during the Preparation/Planning Phase, local vendors are not available, Ceres will arrange to provide the services from other qualified and registered sources.

Contractor Mobile Command Center

The Emergency Operations Temporary Project Office and Primary Debris Collection/Debris Processing Equipment are staged in Houston, TX. Annual heavy equipment hauling permits are maintained for Ceres' eight heavy equipment haulers consisting of semi tractors with lowboy trailers, enabling a quick response. The temporary facilities and Ceres-owned disaster response equipment is expected to arrive within 12 hours of notice to proceed by the City.

The Emergency Operations Temporary Project Office comes equipped with general support equipment such as telecommunications (satellite telephone, radio, cellular phone, or land lines), fax copier, computer network, file cabinets, and general office supplies. The Project Manager, Project Administrative Personnel, Field Manager, Debris Collection and Site Management Crew, and designated City representatives will be provided with a proprietary communication link in the event conventional communications are interrupted. The Emergency Operations Temporary Project Office will be of sufficient size to provide support to the Project Manager, project administrative and support staff, and debris collection and site managers. A separate 10' x 20' office within the same facility equipped with general support equipment can be provided to the City.

Satellite Communications

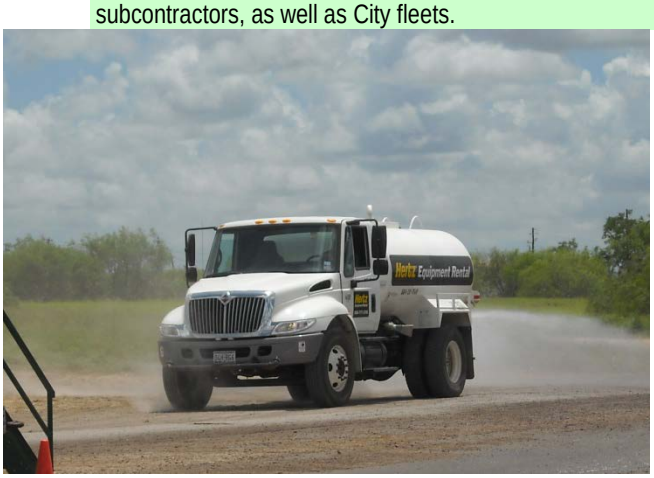
Ceres knows that immediate communications are critical to an effective response to disaster. We maintain an account with a satellite communications company and maintain satellite handsets for our managers and to provide to our customers as "loaner phones" until standard cell phone service is back on line.

Ceres also purchased and uses a system of internet access using two satellite dishes, which when wired together provide high-speed internet access roughly equivalent to a T-1 line. When powered by a portable generator, our management and our Mobile Command Center users have local and world-wide communication tools to support our high service level.

Life Support and Fuel Supplies

Ceres comes to the project self-sufficient and ready to help in many ways, including the provision of basic necessities. Due to the uncertain nature of room and board, Ceres mobilizes with life support for our crews and for some subcontractors. Additionally, if Coral Gables seeks assistance in provision of basic needs of water, food, shelter, and ice, Ceres can supply these services, as we have done in the past in other locations.

Following the landfall of Hurricane Katrina, Ceres' crews arrived with their own housing (travel trailers and RVs). We proceeded to supply life support of temporary lodging, meals, showers, and bathrooms to 400 people. We are also capable of providing onsite fuel delivery for both the fleet of Ceres owned equipment and our subcontractors, as well as City fleets.



A water truck sprinkling to control dust on an access road.

Debris Management Sites (DMS)

When a DMS is established, a Site Plan will be developed for each site, and include, but not be limited to:

- A description of project operations
- Site layout
- Environmental factors
- Site photographs

Additional sub-plans that may be incorporated as necessary in the Site Plan include:

- An **Environmental Protection Plan** that addresses storm water protection, hazardous waste, soil and leachate draining from the debris stockpiles, site operations, and the proximity of truck traffic to waterways.
- A **Dust Control Plan** that will address prevailing wind directions and location of developed areas as it relates to site design. Methods of mitigation will be specified such as the use of water trucks on access roads.
- A **Traffic Control Plan** that considers the number of trucks per hour entering the DMS and the type of public access control (if authorized). All-weather access roads into and out of the site will be needed to maintain a seven-day per week operation.
- A **Site Safety Plan** that complies with the Ceres Company Accident Prevention Plan (available on request) and applicable OSHA requirements. Security will also be addressed in the Site Safety Plan.
- A **Fire Prevention Plan** that will follow the provisions of the National Fire Prevention Code and in particular, codes that specifically address woodchip storage. All equipment will have fire extinguishers that meet NFPA No. 10A-1970.
- The **Production Plan** will designate how machinery will be utilized on site and will describe site management/operations and anticipated production rates. Each load received at the site will be inspected prior to off-loading to determine load size and the presence and type of any contaminants. Contaminated loads will be segregated for further sorting and appropriate processing or disposal.
- **Other plans may include**: Truck Routes and Access; Site Staffing and Assigned Duties; Debris Segregation and Hazardous Waste Handling plans.

Emergency Roadway Clearance and Debris Removal Phase

The following information outlines a generic plan for responding to debris-generating emergencies. Please note that this general summary is not specific to a particular type of disaster event. This phase encompasses the majority of the physical work of the project. It also generates the most records including load tickets and logs of various kinds. This is also the phase where careful planning pays huge dividends.

Emergency Road Clearing-Cutting and Pushing Public Right of Ways

When emergency road clearing is required, separate crews will be allocated and will be available within hours following an event. Ceres typically mobilizes this equipment pre-event based on weather forecasts. Cut and Push Crews will be prepared to work 24-hour shifts (with rotating personnel).

Cut and Push Crew typical configuration is:

- One front-end loader 4/1 bucket (or equivalent) with experienced and qualified operator
- Up to two transport trucks approximately 30 cubic yards with operator(s)
- Two laborers with chain saws and rakes
- Two flag persons
- One Bucket Truck with an experienced operator or climber (optional based on need)
- One Foreman with cell phone and pickup

The number of Cut and Push Crews will be determined by the City. Ceres owns eight (8) wheel loaders (with appropriate grapple attachments) and has additional subcontractor supplied pushing equipment.

Ground personnel will be supplied with sufficient types and quantities of tools and materials to effectively push the debris to the roadside to clear routes for emergency traffic. In the event debris cannot be pushed aside, it will be loaded in trucks and transported to nearby off-street locations for temporary dumping, to be picked up later by the normal debris clearing crews. When each assignment is complete, Ceres' crews will contact the City's dispatcher to obtain authorization to proceed to the next assignment.

Debris Collection

Crews will be dispatched to begin work within two days, and according to the City's priorities and the removal schedule adopted in coordination with the City representative. At the direction of the Ceres field supervisor each assigned debris removal crew will service each assigned road or right of way. Daily meetings will be conducted at 7:00 AM between the City and Ceres. Zones and Sections will be identified and prioritized. Progress will be updated and reported to the City at the close of business each day. Additional passes will be conducted prior to project completion in agreement with the City or per contractual requirements, to ensure adequate time has been scheduled for residents to move their debris into the right of way.

A typical crew will be comprised of:

- One Knuckleboom Loader (or one 4-cubic yard wheel loader with grapple)
- One Bobcat with grapple
- Two laborers with chain saws and rakes
- Two flag persons
- One Foreman with cell phone and pickup truck (one foreman/ three crews)
- GPS Tracking and Navigation Aids
- Three hauling trucks or trailers (30 - 50 cubic yards). Additional/large capacity trucks may be added for longer hauls.

A Ceres self loader with a trailer making pickups from the ROW.

First preference will be given to hauling vehicles best suited to local conditions. Knuckleboom self loaders are efficient, but in areas with narrow streets or limited overhead clearance, they

are too large to be effective. In tight areas, pickup trucks with dumping trailers minimize traffic disruption and potential damage. Crew and overall debris collection production will be monitored on a daily basis. The Project Manager will alter crew composition and overall number of crews as necessary. Self Loaders may work singly or in conjunction with dump trucks. In accordance with FEMA guidelines, hand-loading will not be allowed or tolerated in any circumstance. Ceres owns seven Self Loaders (Knucklebooms) and has access to many more through our subcontractors.

A minimum of one **Hot Spot Crew** will be assembled for each zone during this project. The crew(s) will commence operations within 24 hours of the notice to proceed. The typical crew will consist of:

- One Knuckleboom or self-loader
- Three Laborers (one sawyer and two Flagmen)

Work zones will move as the debris is cleaned up from the streets and boulevards. When the work zone is located on or near a heavily traveled roadway, it will require additional flag persons, additional signage, and/or assistance from local law enforcement agencies. The crew foreman will monitor the work zone and all other aspects of crew operation.

Hazardous Tree, Limb and Stump Removal

Ceres employs crews with professional tree climbers and aerial equipment such as bucket trucks to remove hazardous hanging branches and leaning trees ("hangers" and "leaners"). Ceres has performed this work on previous storms with an excellent safety record and with an excellent damage record. In response to Hurricane Katrina, Ceres was responsible for trimming and removal of trees in all of Jefferson Parish, LA amounting to 18,599 trees.

Flooding

Ceres expects flood recovery work when a client has significant land area in a 100-year flood zone, and when rivers and other waterways pass through the area to be cleaned. Flood recovery work generally requires specialty equipment, such as long-reach excavators, floating excavators, and a greater amount of tracked skidsteers. Wheel loaders with buckets and grapples are often used to remove debris that may fall apart if picked up by a knuckleboom loader.

Ceres has surveyors and other specialists on staff who can determine which flooded areas will be likely to drain first so we can plan and allocate equipment based on those studies.

Flood debris from the Spring 2008 Iowa Floods

Although some of the same types of debris are removed in flood and non-flood disaster recovery, typically storms with heavy rainfall increase the amount of construction and demolition debris when compared to vegetation. Also, the time line is longer in flood situations, because standing water takes time to recede. The debris removal may also be more complex as it can involve partial or full demolition of structures. For example, in a post flood situation, a house may have sheetrock walls that must be inspected by an expert who determines that sheetrock must be removed. After removal, the debris may be left on the right-of-way in loose piles. These piles will probably present more difficulty in loading than vegetative debris, or a pile of wind-blown privacy fence, because the waterlogged debris may have no structural integrity and will fall into pieces when picked up. For this reason the types of equipment may be different in flood situation, with wheel loaders and dump trucks more prevalent and self-loading knucklebooms less prevalent than in a non-flood storm. Ceres owns nearly all types of equipment used in flood recovery, and we have subcontractors who specialize in flood disaster recovery.

Ceres has a special hazardous materials (HAZMAT) team that specializes in preventing the spread of contamination and infestations of rodents in areas that were flooded. From past experience, Ceres knows that these areas are prone to contamination from sewage, agricultural run-off, mold, and chemicals, they are also prone to rodents. Ceres plans to concentrate heavily on these areas in order to limit the spread of contaminants and to limit the breeding of rodents and pests. Once the determination is made in conjunction with local officials and the EPA, if applicable, Ceres will utilize its special teams to target these areas.

Following Hurricane Katrina, for example, Ceres made weekly passes in some formerly flooded areas, and "mirrored" or "paralleled" the municipal sanitary waste teams. By doing this, neighborhoods were kept clean on a weekly basis so that pests could not be alternately supported by garbage and flood debris—instead all potential habitat or food for pests was removed frequently to ensure a safe neighborhood.

Pathogens are also more of a problem in flooded areas. Water promotes growth of undesirable organisms, and it also facilitates transfer of bacteria that exist in an environment to humans working in that environment. Our corporate health policies address hazards of working in a flooded disaster environment, and Ceres uses procedures including additional immunizations and additional personal protective equipment such as waterproof clothing and footwear, face shields and respirators (air filters) to minimize hazards of flooded areas.

Flood situations may also generate other types of task orders, such as pumping water or clearing catch basins. Ceres is ready for these sorts of eventualities in the City. If a storm leads to flooding, we are

prepared to transfer our debris management sites and equipment staging sites to higher ground using identified alternative transportation routes if necessary. Ceres also has several barge, dredging, and water salvage companies on hand as subcontractors if the need arises.

Certification of Maximum Volume Capacity of Hauling Trucks/Trailers

Prior to initial use, authorized Ceres personnel and Coral Gables representatives will inspect hauling trucks. Only pre-approved trucks will be received at the DMS. Approval will include documentation of truck identification and insurance, safety requirements, and measured cubic yardage capacity. A unique approval number will be assigned to the truck and posted on the truck along with measured capacity. All units hauling debris are required to be "measured in" prior to commencement of work. The hauling unit/truck/trailer certification procedure is mandatory and will be administered by quality control representatives of Ceres and the City. A Truck Certification Log Sheet will be created for each hauling unit/truck/trailer. Unit specific information along with Year, Make, Model, Address, Photograph, License Plate information, Driver Name, and signatures will be recorded on the log. At this time, a unique identifier will be assigned to the unit. Truck Certification Logs will be maintained by Quality Control Staff. The log will be maintained and available to DMS inspection personnel regarding truck approvals, approval number, capacity, and other pertinent information.

Placarding a truck.

The unique truck/trailer identification number and its maximum carrying capacity are written with permanent marker on Ceres placards that are mounted on both sides of the truck/trailer. Ceres uses pre-printed labels with our name and blocks for the assigned identification number and measured volume. These labels cannot be removed without destroying the label. All equipment is subject to further inspection by the City at any time during the project.

Work Locations

Dispatch records will be maintained for the duration of the project. Records will include date and time of dispatch, crew and unit identifier, and status of assigned section (In Progress, Completed). Typically, one contractor will be assigned to a given section. Sections may be comprised of individual developments or combinations thereof. Accurate and thorough Dispatch Logs enable the identification of any potential issues and the responsible party.

Prior to the assignment of sections to crews, each section/subdivision will be inspected by Ceres Field Personnel to ascertain the optimal crew configuration/type (Self Loader, Wheeled Loader with Dump Trucks, High Capacity Trailers, or other combinations of equipment). Classification of sections maximizes production and minimizes potential damage to property. Additionally, all supervisors will conduct weekly toolbox meetings and develop activity hazard analyses in compliance with the corporate Health and Safety Plan.

Field Management

Regular and effective communications are critical to the rapid dissemination of appropriate and accurate data to both the City Management Team and the Ceres Management Team. As the project progresses, the needs of the City may change and resource requirements may need to be reassessed. The original plan, therefore, may need to be modified. In order to ensure effective and efficient execution of all field work, the Ceres team, from Site Managers up to the Project Manager, will meet on a daily basis. The Project Manager is responsible for coordinating the daily scheduling and dispatch of cleanup crews with the City and will meet with the designated representative on a daily basis. The Site Manager is responsible for management and operation or a reduction site, loading sites or any other work site. The Site Managers report directly to the Sector Manager, who reports to an Area Manager, who reports to a Project Superintendent, who reports to the Project Manager. Depending on the scale of a disaster, the number of managers assigned to the Ceres Team will vary depending on local conditions. Foremen at the reduction site(s) and for the collection and hauling activities are responsible for crew supervision and report to the Site Manager.

Each Site Manager ensures that their crew operates in an efficient manner and is responsible for documenting and inspecting work performed. Site Managers document safety meetings, equipment safety inspections, quantity and location of debris hauled, areas completed, and daily time sheets of personnel and equipment. Site Managers also monitor quality control issues such as completeness of cleanup and/or trimming and contract compliance.

The collection crew Foreman will be responsible for scouting future debris removal locations within the daily schedule set by the Program Manager. While scouting the zone, the Foreman's responsibilities include:

- Locating logical trucking routes.
- Identification of Sections by Crew Type/Composition.
- Locating and planning the control or elimination of hazards within the zone (such as high traffic areas). Preference will be given to Self Loaders to ease traffic congestion and minimize damage.
- Advising the Site Manager of any anticipated difficulties or hazards.
- Determining and obtaining resources necessary to ensure a steady workflow.

At the end of each shift, documentation of work completed will be tabulated by the administrative staff and used to schedule the next day's work activities. At this time, any daily reports required by the City will be produced.

Scheduling Control Debris Collection

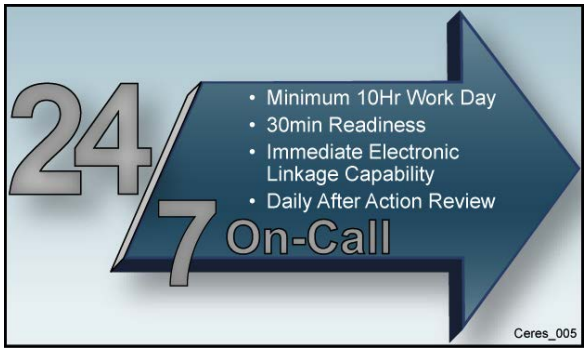
During post-award preparation the Project Manager obtains maps detailed enough to provide individual debris collection crews address block information. Maps will be divided and identified according to Districts, Sections, and Developments or Address Blocks. The Master Debris Management Map will be located in the Emergency Response Mobile Command Center. Individual developments or address block maps will be reproduced on 8.5" x 11" paper for use in crew dispatching. Each Site Manager will be provided a binder containing all of the development/address block maps for the event's entire area.

The Project Manager will be responsible for the assignment of Districts, Sections, and Developments or Address blocks to subcontractors and their respective crews. A written master assignment file will be maintained in the Emergency Mobile Command Center and will be updated as changes or additions are made. The dispatcher will be responsible for dispatching crews to their assigned areas utilizing the master assignment file. Subcontractors and their respective crews will not be permitted to have more than two open assigned areas. Communication between the subcontractors, their respective crews and the dispatcher will be via radio or telephone. Upon completion or near completion of an assignment, it is the responsibility of the crew leader or subcontractor to request an inspection. The dispatcher will forward this request to the debris collection superintendent or area manager for action. The debris collection superintendent or area manager will coordinate an inspection with a City designated representative.

Once an assignment has been completed and inspected, a new area will be given to the subcontractor. Depending on the size of the subcontractor and/or crew, areas may be as small as address blocks or developments up to portions or even entire Sections. Crews will not be permitted to leave their assigned area and move to another work area until all work is completed as required and the area inspected and authorization received from the Site Manager. The dispatcher is responsible for continually updating crew locations. At the end of each shift, the dispatcher will provide the field managers with a list of crews and their current locations. Subcontractors and crews are prohibited from collecting debris from outside of their assigned areas. The City field representatives will be provided updated crew assignments daily.

Project Manager

The Project Manager (PM) will serve as the principal point of contact between Ceres and the City Operations Manager. The assigned PM will be knowledgeable about all facets of Ceres' assigned tasks and will have executive project responsibilities. The PM will have written authority to sign for the corporation in matters relating to this project and the City.



Upon receipt of a Notice to Proceed, the PM will be on call 24 hours per day, seven days per week, and will have electronic linkage capability for transmitting and

receiving relevant contractual information. This linkage will provide immediate contact availability via cell phone and fax machine, and have Internet capabilities. The PM will participate in daily After Action Reviews and disaster exercises, functioning as a source to provide essential element information. The PM will report to the City Operations Manager on an "on call basis" and be capable of responding within one hour of notification.

The PM will ensure that all City event goals and priorities are met and will have authority to make executive decisions regarding the project. The PM will work out of Ceres local disaster office and will meet with his support staff and crew leaders at the end of each day to review progress and set goals and priorities for the following day.

Field Supervisors/Crew Leaders

Ceres Site Managers are responsible for ensuring safe and healthy work environments exist during all operational phases. The Site Manager's specific daily Health and Safety and Operations responsibilities include:

- Monitoring and Inspecting Heavy Equipment Operators, Truck Drivers, and Traffic Controllers in the safe operation of their specific area of responsibility using the proper tools and in accordance with the safety procedures and guidelines outlined in EM 385-1-1 and CFR 29 Par 1929 and 1910. It is important to note that a debris clean-up operation exposes the general public to the numerous hazards involved in debris collection and removal.
- Enforcing the use of proper guards, controls, and work practices. Monitoring each feature of work for human, situational, and environmental factors that could cause accidents.
- Locating compiling contact information for area medical facilities. Crew Leaders will be equipped with a pager and a cellular phone in case of emergency.
- Supervising and evaluating overall worker performance, including safety.

Crew Leaders document daily production to monitor and ensure the most efficient operations. The information they are to record includes:

- Cycle Times of Trucks
- Loads per Hour
- Production

Crew leaders are also required to make sure that safety gear is provided and that it is adequate for the hazards involved and enforce proper use and wearing of protective gear. Accidents will be recorded and reported on the Supervisor's Accident/Incident Investigation Report by the Crew Leaders.

Daily records submitted up the chain of command to the Project Manager will include:

- Sub-contractor/Employee Name
- Equipment Number
- Type of Equipment
- Hourly equipment documentation, downtime, lost time, and sick time

All accident/incident reports are forwarded through the Health and Safety Manager to the Health and Safety Officer (HSO). The HSO notifies the PM, who in turn informs the City Operations Manager and implements all procedures as set forth in the Ceres Health and Safety Program.

Description of a Typical Workday

It will be the responsibility of the Sector Manager to schedule and coordinate the location of a particular crew and equipment necessary for its job function to its location through direction to the Field Supervisors. This will take place through schedule planning from the previous day. The Field Supervisor will notify members of the crew of the start time, specific job function, and location where he/she is to report. At the beginning of the day each field employee will sign in a daily time sheet, the location according to zone (if the zone changes during the course of the day the employee will document the new location), the phase of work he/she is performing, and the unit number and beginning hours of the piece of equipment that he/she is operating (if applicable). The employee responsible for loading trucks and truck drivers will keep a running tally of the loads they complete from each particular zone over the course of the day. It is then the responsibility of the field employee to perform an inspection of the piece of equipment and inform the crew Foreman so corrective actions may be taken. The inspection will be documented on a punch-list that is

supplied on the employee's daily report. After inspections and documentation are complete, the crew will begin removing the debris from their zone assigned.

Two flagmen will be placed on each end of the work perimeter to meter the flow of traffic into the work perimeter. If debris is to be moved across the roadway, the flagmen will stop all traffic. When the loading of a truck is completed, the flagmen will also stop traffic while the truck moves out of the controlled area. During the work, the flagmen will be equipped with two-way radios to coordinate the direction of traffic. Additional trucks staged for loading will all be stationed to the side of the roadway from which they will be loaded so they will not obstruct incoming traffic to the work perimeter. When loading is completed, the truck will leave the work area.

The trucks will be placed in single file to the rear of the Knuckleboom loader. As each truck in the queue is loaded and departs for the dump-site, the next truck in line backs up to the loading perimeter. The Knuckleboom loader will load from piles that are staged by two front-end loaders working ahead of the Knuckleboom loader to limit the amount of movement of the Knuckleboom loader during the course of the day. When self-loading trucks (self-loaders) are in use, those trucks will be directed to an appropriate location within the work perimeter where they can begin loading immediately.

The front-end loaders will stage the material from the area between the sidewalks and the street into staging areas on the side of the street. If the crew is working in a high traffic area then this method will not be incorporated – rather the staging will be done completely on one side then staged completely on the other side. When the Knuckleboom loader encounters material difficult to handle (such as chunk wood), the Front-end loader will assist in performing the loading.

Two laborers trained in the use of chain saws will assist the Knuckleboom loader. They will rake and clean up the area of the pile. When oversized material is encountered, the laborers will use chainsaws to reduce its size. The laborers will also assist the truck operators in staging for the Knuckleboom loader, notifying when loading is completed and for obstructions to and from the loading area.

The crew Foreman will be responsible for scouting future debris removal locations. He will utilize maps to locate the perimeter of the zone to which he is assigned. While scouting the zone, the Foreman's responsibilities will include:

- Locating logical truck routes.
- Plotting a logical and efficient direction for the crew.
- Locating and planning for hazards within the zone (such as high traffic areas).
- Notifying his Supervisor and Sector or Area Manager of hazards in a timely fashion so the hazard can be avoided if possible or mitigated if necessary.
- Identify plan for and obtain the necessary resources for a steady workflow in future locations of the work zone.

At the end of each shift, crew employees will complete their time sheet by entering in the time the shift ended, the ending hours on the equipment they utilized and the number of loads they either hauled or loaded. They will deliver this timesheet to the Foreman before leaving the shift. The Foreman will compile the labor information to a daily worksheet, along with Purchase Orders, trucking that was utilized and number of loads hauled, equipment utilization, and a briefing of the course of the day describing any problems that arose and solutions implemented, and areas worked. The Foreman will then turn in the reports for the day. The following topics will be discussed with the management team:

- Changes in time for completion
- Changes in cost objectives for the project
- Changes in operating policy
- Changes in the technical specifications for the projects

- Changes in methods
- Changes in needs
- Revised activity plan estimates
- Failure of suppliers or contractors to deliver on time
- Reassessment of resource requirements on individual activities
- Inability to utilize resources as planned
- Unexpected technical difficulties
- Unexpected environmental conditions
- Scheduling needs
- Performance of work per zone or region
- Unplanned costs
- Any problems or future problems pertaining to the project

After the meeting is adjourned, the Project Manager (PM) will collect all the data. The next business day the data received and the daily reports will be entered into a computerized database. These reports will be evaluated by the Disaster Response Business Unit Director and discussed with the CEO and the PM. The data will be used in weekly reports that itemize costs per region and code and weigh them towards the projected costs and schedules of the project. These reports will be submitted weekly to corresponding company divisions along with reports submitted to the City. It will be the responsibility of the PM to utilize the minutes of the daily meeting and the information from the reports to make daily assessments of the schedules of each individual crew. The PM will also have daily meetings with the City regarding performance and schedule issues of the project. This meeting will cover the customer needs of each zone, projected costs and scheduling of assigned zones, priority of zones, and work to be completed.

Geographic Area Management

Every area has its own unique geographic characteristics that define the parameters of the response. An urban area, smaller municipalities, and rural areas offers different challenges to the successful completion of a disaster recovery mission. Traffic is always an issue that must to be addressed especially when working in and around waterways. Bridges are natural bottlenecks, and our experience has taught us, the less they are used during the transportation of the debris, the better. Ceres is always aware that our disaster recovery work is not the only thing utilizing the transportation system. Through the selection of strategically located DMS, our haul trucks should have minimal impact on these areas, as the haul zones are designed to keep the trucks working close to each DMS. In the successful completion of our Hurricane Katrina disaster recovery operation in Louisiana, we worked with all of these geographical characteristics and traffic never became an issue because the zone design and DMS locations worked together as intended. All impact sensitive areas, such as waterways, parks, forest land, and reserves will be dealt with in an environmentally appropriate manner.

Debris Management Sites (DMS)

Ceres will utilize the DMS identified by the City. In the event that additional sites are required, Ceres will work closely with the City to secure leasing agreements and permitting for additional facilities. The state or local environmental authority would be notified and the required information submitted by Ceres.

Ceres will provide sufficient equipment and personnel to process, by burning (if allowable) or grinding, a minimum of 210 and up to 500 cubic yards of debris per hour per crew. Each DMS would generally include the following equipment:

- One Grinder, either horizontal or tub (depending upon needs/specs), and/or Air Curtain Incinerator
- Two Backhoes with grapples
- One Wheel Loader with rake
- One Wheel Loader with a light materials bucket for loading mulch
- One Maintenance Truck
- One Water Truck
- One Road Grader (optional)
- One Inspection Tower
- One Hazardous Materials Containment Area

During work for the USACE in Louisiana after Hurricane Katrina, we performed debris removal operations in 11 Parishes, and operated 54 DMS/final disposal sites, simultaneously.

- One Foreman with cell phone
- Four walking floor trucks (120cubic yards) for hauling mulch
- Additional Equipment as determined by the Contract and Site Manager

One operator will be assigned site maintenance duties and will operate the Motor Grader, Water Truck, and Low-bed Trailer. This operator's primary duty is to ensure use of the roads by the dump trucks, and maintain dust and fire control. The Loader with blade will have intermittent general site maintenance duties and will keep areas around the burn pits, ash storage, and grinding areas clean.

Ceres will construct a hazardous materials containment area at each DMS measuring approximately 30' x 30'. Typically, the perimeter will be lined with hay bales and staked in place. The area will be lined with heavy gauge plastic (10 mil or greater) to provide a waterproof barrier. A plastic cover (10 mil or greater) will be used to prevent rain from entering the containment area. Site run-off is redirected away from the containment area by site grading. Hazardous materials that are encountered during clean up operations will be staged in this area. Such materials will be properly disposed of in a timely manner.

Inspection

DMSs will be the point of inspection and load volume estimation by the City or their designated representative. Inspection towers will be used to observe and record all trucks entering and leaving the DMS and document their loads. The tower will be 10 feet above the existing ground elevation, with a wooden handrail and steps to provide access and constructed of pressure treated lumber. The floor area will be 8'x8', constructed of 2'x8' joists, 16" O.C. with ¾" plywood supported by four 6"x6" posts. The perimeter of the floor area will be protected by a 4' high wall constructed of 2'x4" studs and ¾" plywood. The entire floor area will be covered with a corrugated tin roof. The roof will provide minimum 6' 6" headroom below the support beams. The inspection tower will be large enough to adequately accommodate a minimum of three people simultaneously.

City Monitors/Inspectors will inspect each load to verify that:

- The truck has been pre-approved and measured.
- The load is eligible.
- The 'percentage filled to' figure is determined and noted on each individual load ticket.

The Monitor will determine the capacity of the truck and estimated load volume (percent capacity), and evaluate the load for contaminants requiring segregation. The Monitor will instruct the driver regarding the appropriate dump location at the site and will verify the truck is completely empty following dumping. The Monitor will complete the load ticket presented for each load delivered to the site.

After inspection, the material will be forwarded to the tipping area supported by a wheel loader with rake and laborers. The laborers will inspect the debris and remove any contaminants. Contaminants that are hazardous will be handled by the Hazardous Toxic Waste Specialist, staged in the Hazmat containment area, and disposed of in accordance with federal, state, and local requirements. Other contaminants, such as metal, will be segregated accordingly.

Load Tickets and Reporting

Ceres uses preprinted, five-part carbonless, color coded load tickets. The tickets are available for use on this project if approved by the City. Each ticket has a unique serial number and ample space to record information such as: contractor, date, truck number, load size, driver, and type of material, origination, dumpsite, time, GPS Location, and inspector. Ceres uses a custom Access database program to record ticket information. The entry screen follows the format of the load ticket which greatly speeds up data entry. Tickets are easily verified and combined with a truck inspection table contained in the same database. One data entry clerk with minimal training can enter 700 load tickets (the equivalent of about 21,000 cubic yards) per day. Access also contains powerful report features that aid in ticket reconciliation and truck verification. Data is easily converted between Excel and Access for reporting purposes.

Material Segregation

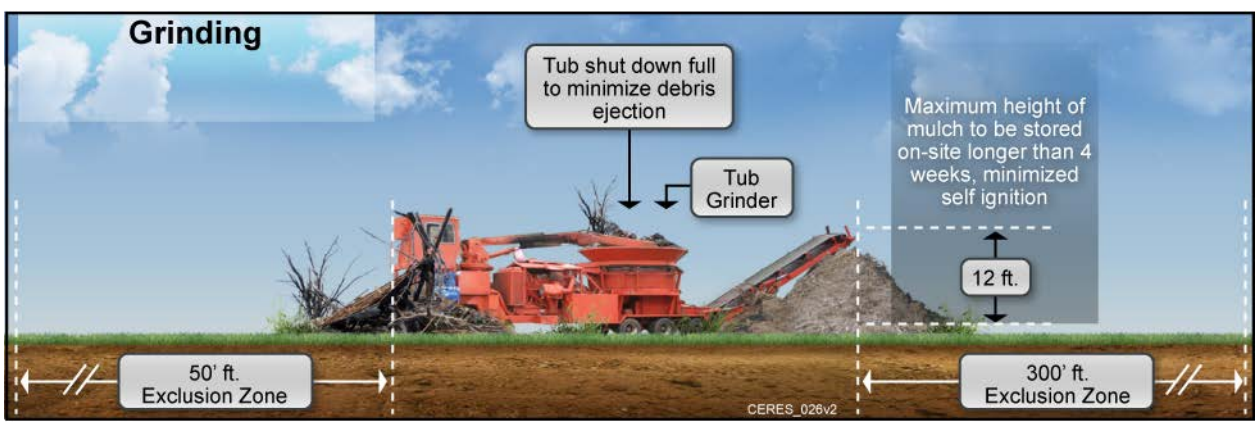
Due to the nature of these operations, material segregation is required in order to properly and efficiently process debris. Collection crews will segregate non-grindable debris to the maximum extent possible during collection and loading operations. The inspection tower will also assume responsibility for the segregation of loads containing contaminants or non-grindables. Those loads, which may contain debris ranging from white goods, household hazardous waste (HHW), e-waste, and other materials, will be segregated and sorted either manually or mechanically to remove the contaminants and then dumped in designated and appropriately lined/fenced areas at the DMS until final disposal.

Metal contaminants will be segregated and baled or otherwise processed for recycling. Concrete will be segregated and transported to a recycling facility and may be crushed prior to transport. Glass, plastic, and other materials will similarly be segregated and recycled to the maximum extent possible. Debris that cannot be processed or otherwise recycled will be disposed of at an approved and lawfully permitted construction and demolition final disposal site.

Volume Reduction by Grinding

The wheel loader with rake will push material designated for reduction to the grinder. Great care should be taken to keep the debris free of dirt before processing with a grinder/chipper; this both maintains the value of the product and reduces the cost of grinding. If the mulch produced from grinding is to remain on site for more than four weeks, the mulch piles will then be stacked no higher than 12 feet to minimize the potential for spontaneous combustion.

Horizontal grinders, having a predominately closed grinding chamber, can operate with a minimal exclusion zone projecting out at a 45 degree angle at a distance of 250 feet from each corner of the in-feed conveyor. Tub grinders, if used, will operate with an exclusion zone of 300 feet on the “kick” side of the grinder and 50 feet on the “non-kick” side. Grinders will be shut down in a full tub condition to minimize debris ejection. The Dust Control plan will be implemented to ensure dust from the grinder does not impact the adjacent properties. Lockout/tagout procedures will be used on grinders and strictly enforced. All equipment in the vicinity of the grinders will be equipped with fully-enclosed cabs.



Volume Reduction by Burning

The loader/rake will push clean debris in the direction of the burn pit, taking great care to keep the debris free of dirt. Once the debris is piled in the vicinity of the burn pit area, the backhoe with thumb will feed the

Air Curtain Incinerator in such a manner as to promote complete combustion. The backhoe will also set aside any material that would process more efficiently in a chipper/grinder, such as large diameter logs or stumps.

The Air Curtain will be operated at least 100 feet from any stockpile of debris and at least 1,000 feet from any occupied structure. Prior to removal of ash debris from the air curtain incinerator pit, the material will be wetted. Ash stockpiles will be at least 100 feet away from any debris stockpiles.

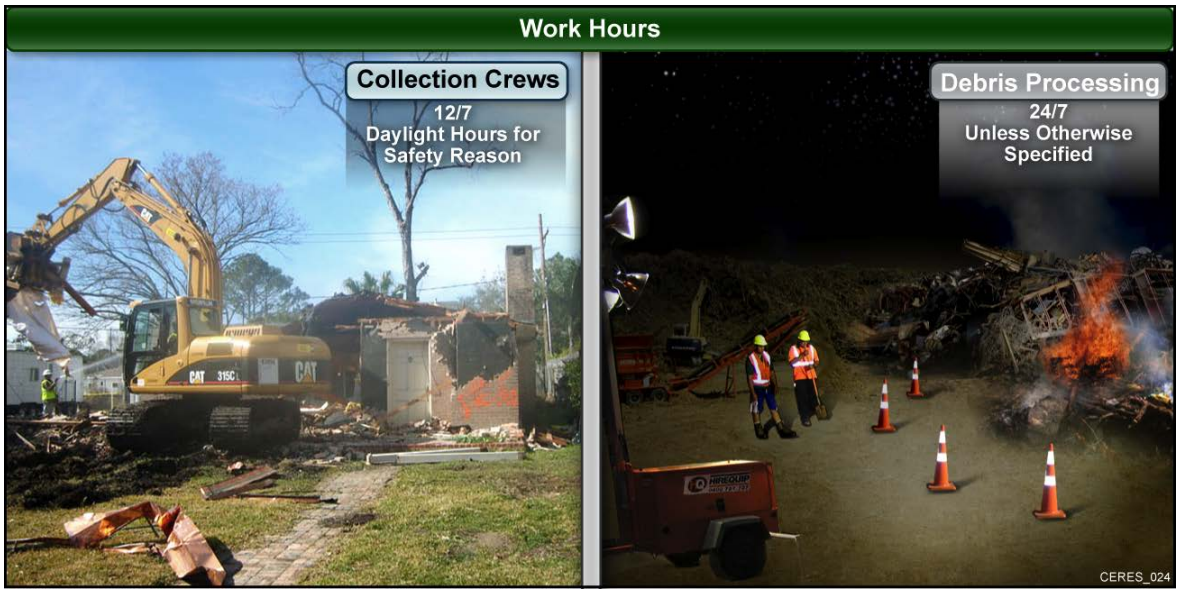
Final Disposition

Segregated, processed non-grindables will be recycled to the maximum extent possible and practicable. Metals and concrete will be baled, crushed, or otherwise processed for transport to recycling facilities. Documentation will be retained regarding total type and amount of materials recycled and each recycling destination.

Clean woody materials will be processed to generate mulch. Live bottom trucks loaded with a rollout bucket-equipped wheel loader will be used to haul mulch to the final disposal site. Mulch hauling will be performed simultaneously with grinding. Mulch will be applied or disposed of at a site(s) approved by the City, as appropriate. The handling of Incinerator Ash Material will comply with all federal, state, and local requirements and the Incinerator Ash Material Management Plan.

Work Hours

Collection crews will typically work up to 12 hours per day, seven days per week unless otherwise specified or limited by contractual requirements. For safety reasons, collection crews will work during daylight hours only. Debris processing sites typically operate 24 hours per day, seven days per week if sufficient lighting is provided during evening hours, unless restricted by the contract.



Traffic Control

As discussed in other sections, Ceres requires and will provide certified traffic control personnel for debris collection, transportation, and processing operations. Competent and qualified personnel will be trained in traffic control procedures and will be provided necessary safety equipment and communication devices. Traffic control personnel will generally be placed at either end of a work zone in order to properly control the flow of traffic into and out of the work zone.

Site Restoration

The Site Restoration and Environmental Survey Plan will ensure that restoration of the site will meet the owner's requirements and local regulations. In addition to site cleanup and removal of all debris, the Restoration Plan will include requirements for achieving ground cover through topsoil and seeding specifications. Other requirements may be mandated by the Erosion Control Plan, such as maintenance of straw bales, retention ponds, or erosion control fencing until ground cover is established. An outside independent party may be employed to conduct a post utilization environmental survey in order to ensure satisfactory site conditions. Site closure is normally accomplished within 30 days of receipt of the last load of disaster related debris.

Demobilization Phase

The PM prepares a demobilization checklist that includes a punch list of items to be completed by staff. The Punch List may include items such as arrangement for future maintenance of erosion control measures. The PM and staff are also responsible for final report to the City which includes lessons learned and results of operations

Documentation – Field Operations

Production Reporting

Ceres has developed specific internal procedures to ensure proper audit-quality documentation of daily project activities is captured and provided to the City. This includes: project tracking forms, load tickets, truck certification logs, production logs, shift inspection checklists, safety meeting report forms, daily crew reports, and various equipment usage reports. Other reports are prepared and submitted to document project activities, progress, and quality control.

Documentation

- The zone, Section number, and street where debris removal operations were conducted and/or completed.
- The total number of personnel engaged in debris management and position or activity
- Daily and aggregated man-hours
- Then number of loaders and debris hauling vehicles in operation
- Hours of use of trucks and equipment
- The daily and aggregate volumes of debris, by type, removed and processed
- The number, name and location of each debris management site in operation to include numbers and types of reduction equipment in use
- Mulching machines in operation
- The percent completion of the project
- The estimated completion date
- Any inspections conducted by federal, state or local government agencies
- Any testing performed and/or test results
- Quality control phases implemented, as applicable
- Any corrective actions implemented
- Any damage to private property caused by contractor operations
- Any reports of damage or claims made by citizens
- Other information as may be required to fully and completely describe the contractor's daily operations
- A weekly summary of the information from the daily reports
- A final project summary report to describe all debris management activities conducted and conformance to contract specifications
- Additional information or reports as necessary to adequately document the conduct of debris management operations.

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Quality Control

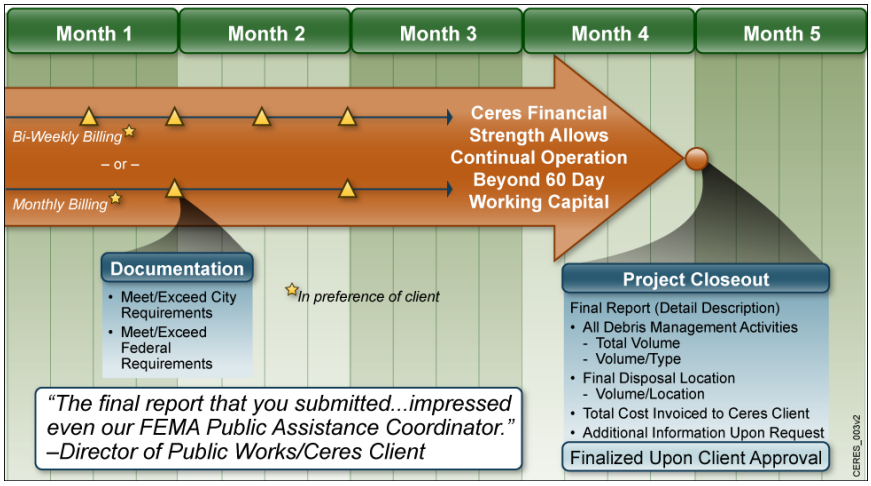
Daily Contractor Production and Quality Control reports will be completed each day of work and available the following work morning to the City. Original reports are maintained in the Mobile Command Center and daily reconciliation reports are generated to verify information reported on load tickets to information reported on daily production reports. The Project Manager and Project QC Manager will monitor information contained in the Daily Quality Control reports to ensure project activities conform to contractual requirements and that an acceptable level of project quality and workmanship is provided to the City.

Formalized quality control procedures are applied to each project to ensure documentation procedures are properly and fully implemented and to ensure

conformance to project specifications. All personnel, including employees, subcontractors, and suppliers are subject to the provisions of the QC Program. For each project, a Quality Control Plan is specifically developed to detail the QC organization, individual responsibilities, monitoring procedures of activities and subcontractor activities, documentation requirements for Ceres personnel and all subcontractors, control phases or procedures, and identification and correction procedures for non-conforming activities. The remedies for non-conformance include termination. Exceptional quality control of each project promotes efficiency and avoids investigation and other potential losses.

Invoicing

Ceres can provide invoices to the City on a bi-weekly, semi-monthly or monthly basis. With each invoice, appropriate documentation will be provided relating to the services provided during the invoice period. Documentation will meet the City requirements and the federal requirements for funding and reimbursement purposes. Ceres will provide technical assistance to the City in the completion of claims filed to FEMA or other agencies for funding and reimbursement. A documentation team will be assembled from representatives of quality control and accounting. This team will assist the City throughout the invoicing and reimbursement process long after the work has been completed.



Reimbursement Assistance

Ceres is trained and experienced in providing the necessary documentation and assistance toward the preparation of reimbursement claims (Project Worksheets) for the City. If needed, Ceres will provide the City with turnkey services or guidance and technical assistance to ensure proper preparation and submittal of claims for reimbursement and other available funding. Ceres' careful attention to documentation and strict quality control procedures will aid in the acceptance of a claim for reimbursement.

Throughout Ceres' history, no governing entity has been denied reimbursement for work Ceres has performed.

Program Management Assistance

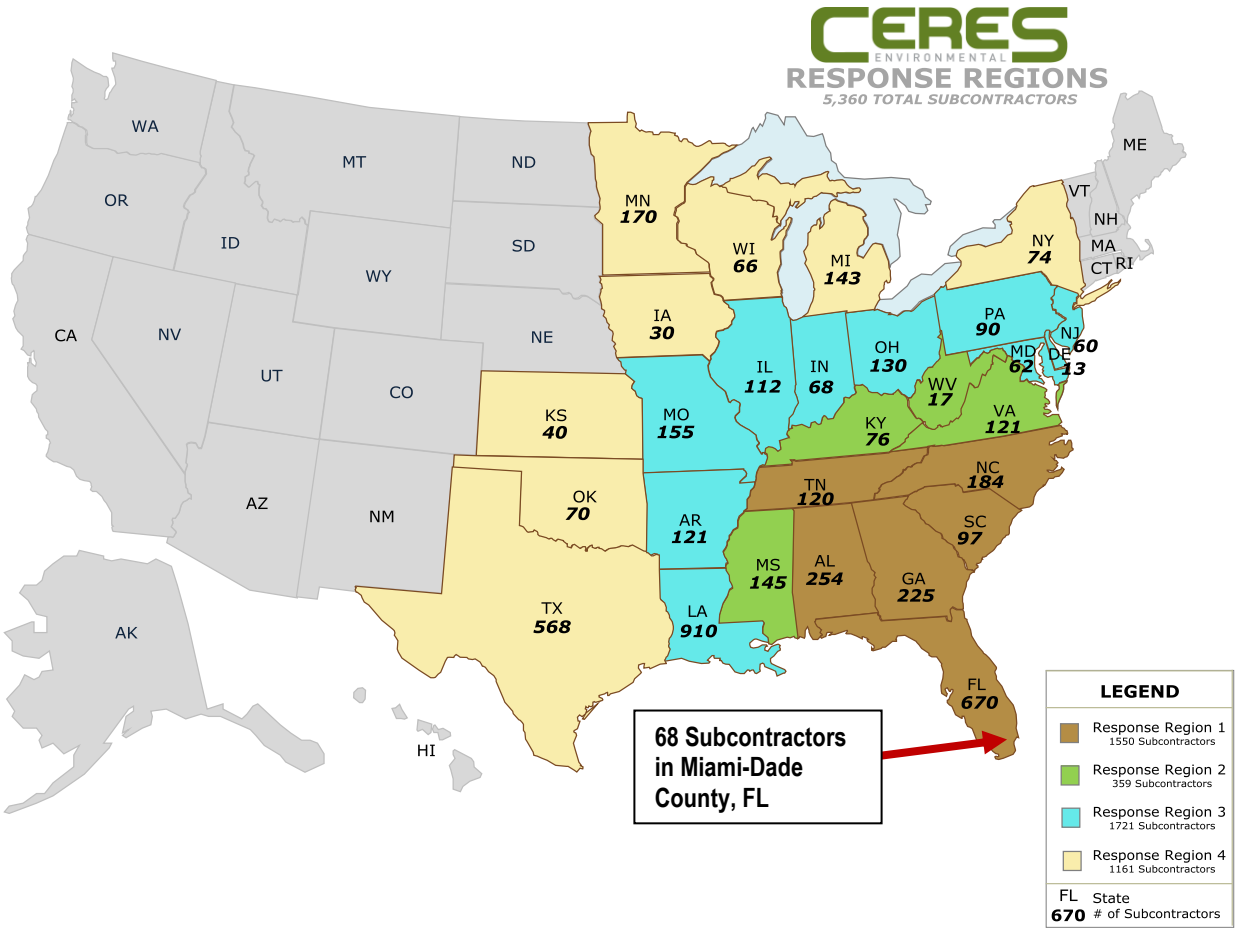
Ceres is experienced and trained to provide all of the following services to the City:

- Project Worksheet (PW) writing
- Assistance with estimating debris volumes for Initial Damage Assessment (IDA) report
- Expenditures eligible for reimbursement
- Recovery Process Documentation
- Recovery Process Oversight
- Review of records system for applicability to federal and state requirements
- Orientation and training of City personnel on documentation requirements
- Claim documentation

Project Closeout

A final report will be submitted to the City upon project closeout. Ceres will prepare and submit a detailed description of all debris management activities including total volume of debris by type, final disposal locations and amounts of debris delivered to each, and total cost of the project invoiced to the City. Ceres will also supply additional information upon request of the City and understands that final project reconciliation must be approved by the City.

III.3 Subcontracting Plan



Introduction

Our objective at Ceres Environmental Services, Inc. is to perform all work associated with this contract in an efficient and safe manner through the effective administration and management of our equipment, personnel, subcontractors, and suppliers. In accordance with Ceres' policies and programs, the work plan for this contract will be developed and executed assisting, counseling, advising, and utilizing, to the maximum extent possible and to the extent consistent with City of Coral Gables's interest, Local and other Small Businesses (SB) as well as Small Disadvantaged Businesses (SDB) such as HUBZone, Veteran-owned (VO), Service Disabled Veteran-Owned (SDVO), Woman-Owned (WOSB) for the provision of equipment, labor, services and supplies.

It is important for Ceres to provide opportunities for local companies and their employees to work on any project that may result from this contract. Additionally, Ceres may directly employ individuals to work for Ceres on a project. Ceres has a very well developed subcontracting plan, and Ceres also has a stellar record of implementing our plan and making payments to local subcontractors on past projects performed when Ceres is the prime contractor.

During our Hurricane Katrina response, Ceres was very successful in subcontracting with local companies. Our first priority is to give opportunities to local firms and it is our commitment to meet or exceed other small business and minority hiring goals of Coral Gables. We recognize the importance of bringing in local companies and thereby further assisting in the economic recovery of the local area.

Ceres paid local subcontractors 59.5% of subcontracted dollars during our response to Hurricanes Katrina and Rita in Louisiana, and successfully subcontracted to Small Disadvantaged Businesses (10.77%), Women Owned Businesses (18.25%) and Veteran Owned Businesses (8.38%).

Additionally, over the 2011 Alabama tornado season, Ceres paid 80% of subcontracting dollars to Alabama businesses. Ceres employs a Subcontract Manager who is dedicated to soliciting and involving local businesses with our projects. We look forward to using our subcontracting plan to further involve local businesses with work opportunities with Ceres.

Subcontracting To Firms within the Area of the Project

It is the intention, policy and practice of Ceres to utilize **local** subcontract services in the performance of the proposed contract to the maximum extent possible as consistent, within the requirements of **the Stafford Act,** Sec. 307, Use of Local Firms and Individuals (42 U.S.C. 5150), the prime contract and sound business practices and management policies. In General - In the expenditure of Federal funds for debris clearance, distribution of supplies, reconstruction, and other major disaster or emergency assistance activities which may be carried out by contract or agreement with private organizations, firms, or individuals, preference will be given, to the extent feasible and practicable, to those organizations, firms, and individuals residing or doing business primarily in the area affected by such major disaster or emergency. We recognize the advantages obtainable by utilizing other responsible and experienced firms who are capable of furnishing specialty services and products of high quality. First priority will be given to those subcontractors who are from or do business in the surrounding area.

A separate program will be included for local contractors that do not necessarily have goals established under the contract requirements. Ceres' internal subcontractor databases, on-line databases, online local business directories, and local government offices will be used to identify contractors in the immediate area. This is the process used quite successfully by Ceres on previous projects. The search and identification will validate the speed and performance level to mobilize contractors on site and begin the physical work. Our internal subcontractor database includes subcontractors who have expressed an interest in or assisted our firm in the successful completion of emergency response contracts. All efforts will be made to also procure supplies, materials and labor from local vendors.

Ceres has and will continue to communicate with local authorities, elected officials, and community organizations, its desire to hire local and small business enterprises and subcategory businesses to meet the requirements of FAR 19.704(a) and 52.219-9(d), DFARS Subpart 219.5, 219.704(a)(1), 219.705 and 252.219-7003 and meet specified goals for hiring SBs, SDBs, WOSBs, VOs, SDVOs, and HUBZones. Copies of the contract will be sent to Plan Rooms servicing the particular region in addition to our office in the project area. The contract will also be posted to a web site and potential subcontractor registration will also be available via web, FAX, direct contact (1-877-STORM12). A dedicated toll-free telephone service will be established specifically for subcontractors interested in contracting with Ceres. Ceres has made as many resources available to subcontractors as possible in order to initiate and facilitate communication.

The Manager of Administration and the Subcontract Manager will notify regionally based subcontractors of the issuance of a notice to proceed. Ceres' subcontractor database currently contains more than 5,000 disaster debris management prospective subcontractors who have contacted Ceres with an interest in subcontracting. More than 1,100 of these subcontractors have worked on Ceres' disaster projects, providing, along with Ceres' owned fleet, more than 7,000 pieces of loading and hauling equipment. While our database of qualified subcontractors is very large, it is our intention to select from a more regionally based group and have established for Coral Gables four unique response regions. These are based on relative distance from your area and use straight-line miles and/or drive time to establish which region each state of potential subcontractors belongs in.

Listed below is information taken directly from our subcontractor database, showing the home state of operation and numbers of subcontractors, by the approximate drive times to Coral Gables. A list of prospective Florida subcontractors is included in this proposal. Should you desire a listing of the Region 1-4 subcontractors by name and location; Ceres can provide such a list upon request.

Response Region 1: 240 straight-line miles or 6-8 hours driving time			
Alabama	254	**North Carolina**	184
Florida	670	**South Carolina**	97
Georgia	225	**Tennessee**	120
Subtotal of firms within 6-8 hours driving time = 1,550			
Response Region 2: 360 straight-line miles or 8-10 hours driving time			

Kentucky	76	**Mississippi**	145
Virginia	121	**West Virginia**	17
Subtotal of firms within 8-10 hours driving time = 359			
Response Region 2: 360 straight-line miles or 8-10 hours driving time			
Arkansas	121	**Delaware**	13
Maryland	62	**Missouri**	155
Illinois	112	**New Jersey**	60
Indiana	68	**Ohio**	130
Louisiana	910	**Pennsylvania**	90
Subtotal of firms within 8-10 hours driving time = 1,721			
Total Number of Subcontractors Within One Days Driving Time = 3,630			
Response Region 4: greater than 600 straight-line miles or more than 14 hours driving time			
Iowa	30	**New York**	74
Kansas	40	**Oklahoma**	70
Michigan	143	**Texas**	568
Minnesota	170	**Wisconsin**	66
Subtotal of firms greater than 14 hours driving time = 1,161			
Total Number of Subcontractors Within Two Days Driving Time = 4,791			

Ceres Subcontract Manager and Duties

The Ceres Subcontract Manager is:

Tia Laurie
Subcontract Manager
Ceres Environmental Services, Inc.
6968 Professional Parkway
Sarasota, FL 34240
(800) 218-4424
tia.laurie@ceresenv.com

Ms. Laurie's responsibilities include:

- Identification, development, and maintenance of source lists of small, small disadvantaged, and women-owned small business concerns. Verifying the list of subcontract entities, or database, is properly maintained.
- Develop outreach programs through advertising; broadcast fax solicitations; networking with local and national organizations such as SBA, applicable trade unions, Chambers of Commerce etc.
- Ensuring the inclusion of targeted business concerns in all solicitations for services or products; and ensuring that all solicitations are structured to permit the maximum possible participation by targeted concerns.
- Ensuring that certain solicitations or sources sought are restricted to SDB concerns (competitive basis).
- Ensuring the establishment and maintenance of records of all subcontract awards to ensure appropriate documentation of non-selection of bids submitted by targeted enterprises.
- Ensuring the preparation and submittal of all compliance reports.
- Maintaining records and measuring performance against established goals.
- Advise, train, and foster project management personnel on the purposes of the SB Subcontracting Program.
- To ensure any provided study or reports are formatted in a manner compliant with the contract or otherwise acceptable to the City.
- Encouraging all employees and subcontractors to attend off-site training courses offered by public and private entities in small business development and small business program goals. Arranging for the conduct of training for purchasing personnel regarding the intent and impact of Public Law Public Law 99-661, Section 1207 and Public Law 100-180, Section 806 on purchasing procedures.
- Participate in voluntary federal programs which encourage the private sector to utilize SDBs, SBs, WOSBs, VOs, SDVOs, and HUBZone subcontractors.

- Ensuring periodic rotation of potential subcontractors on bidder's lists.
- Identification of other SB concerns when the number of prospective sources is not adequate using the internet or other mass media as a resource.
- Review and approval of SB subcontracting plans submitted by large businesses.
- Maintaining requirements of the prime contract in subcontract agreements. Verification that subcontract agreements contain flowdown clauses.
- Prepare and submit semi-annual and annual subcontracting reports.
- Reporting progress in achieving goals under this program to senior level management.
- Implementation of an "in-reach" program that provides targeted businesses access to project managers and key personnel.

Methods Utilized To Develop and Achieve Subcontracting Goals

Ceres will utilize a minimum of one subcontract manager and/or specialists in the execution of this contract. All personnel are familiar with and recognize Ceres' commitment to Public Law 99-661, Section 1207 and Public Law 100-180, Section 806 and the Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707 and Public Law. Ceres will conduct internal training seminars and workshops to assure staff compliance with requirements of FAR 19.704(a) and 52.219-9(d), DFARS Subpart 219.5, 219.704(a)(1), 219.705 and 252.219-7003 and meet specified goals for hiring SBs, SDBs, WOSBs, VOs, SDVOs, and HUBZone subcontractors.

In addition to technical and field work subcontracted in association with this contract, buyers will make every effort to identify and utilize SBs & SDBs for supplies and services including but not limited to the following: Office and temporary housing service, Cleaning and supplies, Housekeeping Services, Laboratory Supplies and Services, Safeguarding and Security Services, and other supplies and services not typically identified for subcontract opportunities to targeted firms. Additionally, large business subcontractors will be counseled on the identification, evaluation, solicitation, and utilization of targeted businesses within their scope of services. Historically, principal items or areas we have identified for subcontract opportunities to SBs, SDBs, WOSBs, VOs, SDVOs, and HUBZones under these similar contracts include:

- Trucking and Hauling
- POL Products
- Nursery and Landscape Products and Services
- Sand and Aggregate
- Field vehicle supply, parts and service/maintenance
- Labor housing (tent and food service supply)
- Portable Toilet supply and service
- Office and temporary housing service, cleaning and supplies
- Office and clerical support staff
- General Laborers
- Parts, fuel, maintenance, and related equipment service
- Heavy Equipment Rental/Lease concerns
- Specialty services such as, but not limited to: sewer cleaning services, solid waste hauling, and recycling, tree removal and trimming, and demolition.

Through the application of Ceres' proven capabilities relative to technical performance and contract administration, it is our intent that the Owner be provided with the highest level of performance while still achieving our participation goals and capturing opportunities for these businesses while acquiring an expanded base of qualified small businesses; obtaining more competitive pricing on procurement opportunities resulting in cost savings; and achieving an increase in small business program goal accomplishments. Achievement of these goals will be realized through the application of the following functions and activities:

- Identification and maintenance of a qualified potential Internal Subcontractor Database, which includes business status within each level of government.

- Developing and maintaining bidder's lists for each new project of SBs, SDBs, WOSBs, VOs, SDVOs, and HUBZones from all possible resources to include but certainly not limited to the Internal Database.
- Identification of all federal, state, and local government and private associations/coalitions for targeted businesses.
- Solicit, counsel, and discuss subcontracting opportunities with representatives of targeted business firms, and encourage certification of these firms prior to commencement of work.
- Provide assistance to business concerns by arranging solicitations, time for the preparation of bids, quantities, specifications, and delivery schedules so as to facilitate the participation by such concerns. Ensuring that procurement packages are designed to permit the maximum possible participation.
- Ensure that SBs, SDBs, WOSBs, VOs, SDVOs, and HUBZones concerns have an equitable opportunity to compete for subcontracts, and that other subcontracts and services are identified that will be restricted to competitive SDB bids. Identification of subcontracts for restricted competitive bid should consider all potential services and supplies and not only those traditionally awarded to SB or SDB firms. See also DFARS 219.705-4(d).
- Provide internal motivational training to encourage purchasing and contract administration personnel to meet or exceed these goals.
- Provide assistance to potential subcontractors in completing the System of Award Management (SAM)
- Provide notice to subcontractors concerning penalties and remedies for misrepresentations of business status for the purpose of obtaining a subcontract intended to be included as part or all of a goal contained within this subcontracting plan.
- Conduct reviews of subcontractor performance, providing feedback to SB and SDB firms relative to competency, abilities, experience and capacity and provide technical assistance to any firms as appropriate, based on the outcome of the review. This review may be done prior to award or at any time post-award, but must be completed prior to completion of any awarded work. Reviews may not be conducted for those firms with whom Ceres has had a prior working relationship and who have already demonstrated appropriate competency, ability and capacity to perform the required work or service. Ceres also makes every effort to establish long-term working relationships with SBs and SDBs to include long-range project plans (e.g. joint ventures, teaming agreements, etc).
- Submit the required reports and documentation of all efforts used to identify and solicit targeted business concerns.
- Participate and cooperate in any studies or surveys that may be requested by the Owner or other agencies.

Utilization of Small Business Concerns and Small Disadvantaged Business Concerns

It is the policy of Ceres and its agents, hereinafter referred to as "contractor" or "contractor plan," to hire small business concerns and small business concerns owned and controlled by socially and economically disadvantaged individuals. Ceres agrees to carry out this policy in awarding to subcontractors, to the fullest extent possible, consistent with the efficient performance of this agreement and its options. Ceres agrees to cooperate in any studies or surveys that may be conducted by the City as may be necessary to determine the extent of Ceres' compliance with this clause.

As used in this plan, the term "small business concern" (SB) will mean a small business as defined pursuant to Section 3 of the Small Business Act and relevant regulations. The term "small business concern owned and controlled by socially and economically disadvantaged individuals" (SDB) will mean a business concern:

(1) Which is at least 51 percent owned by one or more socially and economically disadvantaged individuals; or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more socially or economically disadvantaged individuals; and

(2) Whose management and daily business operations are controlled by one or more such individuals.

Ceres will presume that socially and economically disadvantaged individuals include Black-Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Asian-Indian Americans and other

minorities, or any individual found to be disadvantaged by the Administration pursuant to 8(a) of the Small Business Act.

Utilization of Service Disabled-Veteran, Veteran-Owned and Women-Owned Small Business Concerns

It is the policy of Ceres to hire small business concerns and small business concerns owned and controlled by service-disabled veterans, veterans, and women. Service disabled veteran and women owned, as used in this clause, means businesses that are at least 51 percent owned by veterans, service disabled veterans or women who are United States citizens and who also control and operate the business. Ceres agrees to use its best efforts to give veteran, service disabled veteran, and women-owned small businesses the maximum practical opportunity to participate in subcontract awards to the fullest extent consistent with the efficient performance of this contract plan.

Utilization of HUBZone Small Business Concerns

It is the policy of Ceres to hire HUBZone small business concerns. HUBZone small business concern means a small business concern that appears on the List of Qualified HUBZone Small Business Concerns Maintained by the SBA.

Description of Efforts to Ensure That SBs, Service Disabled Veteran Businesses, Woman-Owned Businesses, HUBZone Businesses, and SDBs Have an Equitable Opportunity to Participate In the Acquisition

Ceres agrees to use its best efforts to give targeted business the maximum practical opportunity to participate in subcontract awards to the fullest extent consistent with the efficient performance of this contract plan. Ceres will assist small business and small disadvantaged concerns by arranging solicitations, time for the preparation of bids, quantities, specifications, and delivery schedules so as to facilitate the participation by such concerns. Payment schedules will be adjusted to allow for participation of all firms with cash flow concerns. Materials, Supplies, Equipment and Services will be identified and discussed with these concerns. These items include POL products, Parts and Equipment, and Services (Equipment rental, equipment subcontracting, etc.).

Records and Source Documents

The types of records maintained and procedures adopted to demonstrate compliance with the requirements and goals of the Small Business Subcontracting Plan include the following:

1. Source Lists (The following source lists for targeted firms are representative and are not intended to be construed as sole sources of this information. Ceres is making every effort to identify, log, and procure the necessary contractor data to allow for the fair and equitable participation in this contract. The following listings are provided as an immediate source of contractors that qualify as SBs, SDBs, WOSBs, VOs, SDVOs, and HUBZones:

- SBA Dynamic Small Business Search
- List of Federally Registered Contractors for Contractor Compliance
- American Business Information Business USA
- List of Minority Businesses Councils
- Business Development Agencies
- DOD Subcontracting Directory
- Department of the Treasury, Small Business Subcontracting Opportunities
- Small Business Administration, Subcontracting Opportunities Directory
- State and Regional Small Business Administration (SBA) Resources
- National Minority Purchasing Council Vendor Information Service
- Research and Information Division of the Minority Business Development Agency in the Department of Commerce
- Trade Associations for SB, VO, SDVO, HUBZone SB, SDB, and WOSB Concerns.
- Dun and Bradstreet Procurement Planning Directory
- Participation in various local, regional, and national SB trade associations and conferences
- Membership in SB organizations, development organizations, and various government organizations

- SBA Commercial Market Representative (CMR)

Additionally Ceres has contacted city, county and municipal minority business development offices as additional resources to identify SB and SDB firms.

2. For each subcontract solicitation resulting in an award of more than $ 10,000.00, Ceres will retain documentation to indicate:

- Whether small business concerns were solicited and if not, why not
- Whether small disadvantaged business concerns were solicited and if not, why not
- Whether women owned small business concerns were solicited and if not, why not
- The reason award was not made to a small business concern
- Records of outreach efforts to contact:
- Trade Associations
- Business Development Organizations
- Conferences and Trade Fairs
- Records of Internal Guidance
- Records of Subcontractors Award Data

3. Ceres Subcontractor Database Management

Ceres' existing subcontractor database has been developed through out-reach efforts including, but not limited to: advertising; broadcast fax solicitations; networking with local and national organizations such as the AGC, applicable trade unions, and Chambers of Commerce, etc. This database contains thousands of subcontractors who have registered with us on-line at www.ceresenvironmental.com. This registration process requires potential subcontractors to indicate their small business subcategory status. The database is continually updated and used by Ceres in recruiting and hiring appropriate subcontractors to meet the requirements of FAR 19.704(a) and 52.219-9(d), DFARS Subpart 219.5, 219.704(a)(1), 219.705 and 252.219-7003 and meet specified goals for hiring SDBs, SBs, WOSBs, VOs, SDVOs, and HUBZone subcontractors.

The Subcontract Manager will ensure that the subcontractor database modified for this project is appropriate for the type of information required to be retained and suitable in terms of generating utilization data and contract information for bid solicitations. Specific elements of the management of this system include:

Addition and Deletion from Master List of Subcontractors including the following:

- Contact Person
- Company
- Address
- Telephone
- Email if available
- Equipment Available
- Labor Available
- Time Needed to Mobilize
- Status, Category

Additional Requirements of Contractors when Added to Master List

- Annual business updates, faxed or mailed
- Request to be maintained on Ceres qualified subcontractor list
- Insurance Capability
- Bonding Capability
- Subcontract Package to Include Subcontract Forms and Standard Government Contract Clauses

Addition and Deletion of Resource Centers such as:

- Contractor Associations
- State, Federal, and Local Subcontractor Management

- Procurement Automated Source System
- National Minority Purchasing Council Vendor Information Service
- Council Vendor Information Service
- Research and Information Division of the Minority Business Development Agency
- Sources used are the SBA's procurement automated source system (PASS)
- National Purchasing Council Vendor Information Service
- Minority Business Development Agency
- U.S. Department of Commerce
- Local Minority Business Development Centers
- Economic Development Centers
- National American Indian Enterprise Development

At present, Ceres' subcontractor database includes SBs, SDBs, WOSBs, VOs, SDVOs, and HUBZones utilized by Ceres on past projects totaling in excess of 500 Million Dollars, those who have responded to a solicitation by Ceres by means of a letter of interest inquiry executed by a company representative having signatory authority, and those who have been otherwise identified as a potential subcontractor by the Subcontract Manager through various means mentioned herein.

In addition, Ceres modified the corporate website (www.ceresenvironmental.com) to include an electronic means of potential subcontractor registration with our firm. This website provides potential subcontractors the opportunity to register with Ceres their pertinent company information, current business status, and capabilities. This information is linked to upload into our database facilitating more ready access by means of database inquiry to locate specific types of contractors, specific types of business concerns, and/or specific locations. The information required to be submitted by each potential subcontractor, which is retained in the database, includes:

Information provided by the subcontractors in the registration includes the following:

- Contractor Name
- Address
- Phone/Fax Number
- Email Address
- Business Type (SBs, SDBs, WOSBs, VOs, SDVOs, and HUBZones)
- Ownership Information
- Years in Business
- Insurance Information
- Equipment Available (type and quantity)

All potential vendors and subcontractors will be integrated into the Ceres Subcontractor Database modified specifically for this project. This (Access) database retains basic subcontractor information (name, address, and contact information), types of equipment or services provided, any pricing agreement, and business status. In addition, this system tracks work or services provided by each organization, amounts invoiced, and goals. This active vendor base will continue to be broadened throughout the performance of this contact as additional potential vendors and subcontractors are identified and/or as additional needs/solicitations arise. Efforts to broaden this vendor database will also be in conformance to those requirements of FAR 19.704(a) and 52.219-9(d), DFARS Subpart 219.5, 219.704(a)(1), 219.705 and 252.219-7003. The provision of certain services or materials sought in support of this contract may be restricted to competitive bids received from only SDBs. Such restrictions will be identified by the Project Manager and communicated to the appropriate buyer(s) or contract administrator assisting in solicitation of competitive bids.

Ceres is able to utilize the information in this database, then, to contact potential subcontractors who may be interested and capable of providing specific services to our company. By identifying any parameters, such as service type or business location, Ceres can quickly generate an extensive list of potential subcontractors, meeting the criteria of a disadvantaged business as discussed in this plan, for the purposes of soliciting a competitive bid for such services.

Award to any given subcontractor will be contingent upon the provision of basic company information, current licensing, as required, and the verification of current insurance information (general liability, automobile, and workers compensation). Other factors may include capacity, capability, experience, and abilities of the firm. The Subcontract Manager can provide direction and assistance to any such firms not readily meeting all of the required or desired business elements in an effort to assist the firm in overcoming such obstacles.

4. Records of internal guidance and encouragement provided to acquisition personnel through workshops, seminars, training programs, incentive awards, and monitoring to evaluate compliance with the programs requirements.

Past Performance

On USACE projects performed by Ceres, in Puerto Rico during the 1998 and 1999 hurricane seasons (Hurricane George), 100% of all subcontracting dollars went to locally-based Small and various Disadvantaged Business concerns. Additionally, on USACE projects performed in Louisiana in response to Hurricanes Katrina and Rita, 59.5% of subcontracted dollars went to local businesses and 76.1% of the dollars subcontracted to small business went to local small businesses. While utilizing 1,619 vendors and subcontractors, Ceres exceeded all of its subcontracting goals of USACE contract number W912P8-D-05-0024. During Ceres' the Alabama tornados response in 2011, Ceres used over 80% local and minority subcontractors to complete various projects.

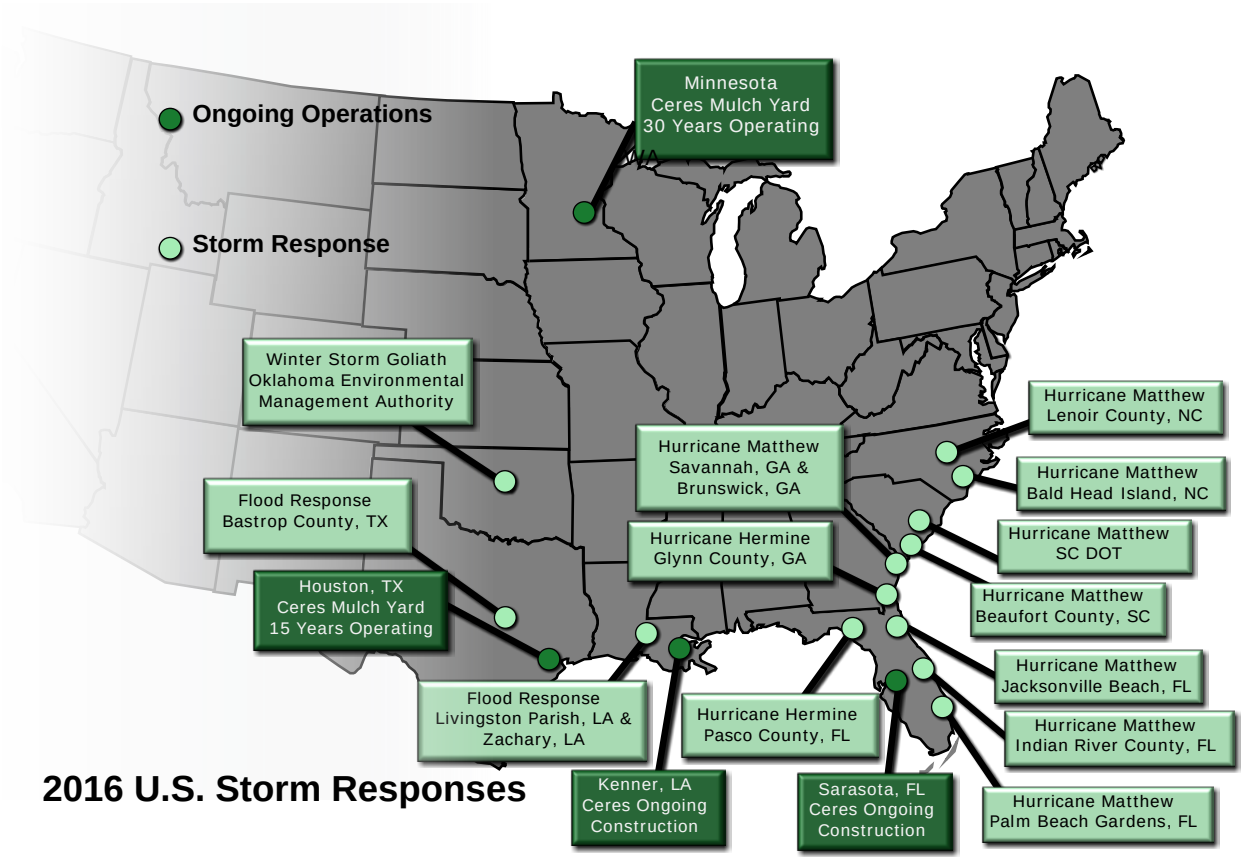
During the performance of the above mentioned contracts Ceres successfully utilized several hundred local SB and SDB firms, and was able to exceed the proposed award goals for SB, SDB, WOSB, VO, SDVO, and HUBZone firms. Numerous other government projects have been completed by Ceres over the course of the past 25 years with successful utilization (meeting or exceeding established goals) of local and other Small Businesses, SDBs, WOSBs, VOs, SDVOs and HUBZone small businesses.

Based on our historically successful contract performance and utilization goals, Ceres anticipates that the completion of work under this contract for City of Coral Gables will also be successful in meeting, minimally, the stated goals contained within this plan.

III.5 Capacity to Manage Multiple Contracts

Due to the nature of disaster relief work, it is difficult to project workload; **however, Ceres has the proven resources and experience to handle multiple events and locations.** Our successful experience in multiple response situations as well as our substantial resources and teaming relationships ensures that Ceres' performance on this contract will be to the City's utmost satisfaction.

In 2016, Ceres was already working in Louisiana following heavy rains and flooding when Hurricanes Hermine and Matthew hit the U.S. coast within a month of each other. Ceres responded to several counties in Florida and Georgia after Hurricane Hermine and then to an additional 14 jurisdictions in Florida, Georgia, South Carolina and North Carolina after Hurricane Matthew.



Following Winter Storm Cara in November 2015, Ceres responded to the Oklahoma Environmental Management Authority (OEMA) and began to mobilize staff and equipment within 24 hours of the Notice to Proceed, finishing the first pass in the first two days of operations. When Winter Storm Goliath hit Texas and Oklahoma just one month later in December, Ceres already had staff and equipment positioned to respond in Oklahoma. As more debris piled up following Goliath, Ceres extended its services to the City of Warr Acres, plus Canadian County and four other cities under the OEMA.

In 2014, Ceres responded to two large-scale projects following Winter Storm Pax, which covered the Southeast in freezing rain and ice. Ceres removed and disposed of approximately **one million cubic yards** of debris in Columbia County, GA and Guilford County, NC.

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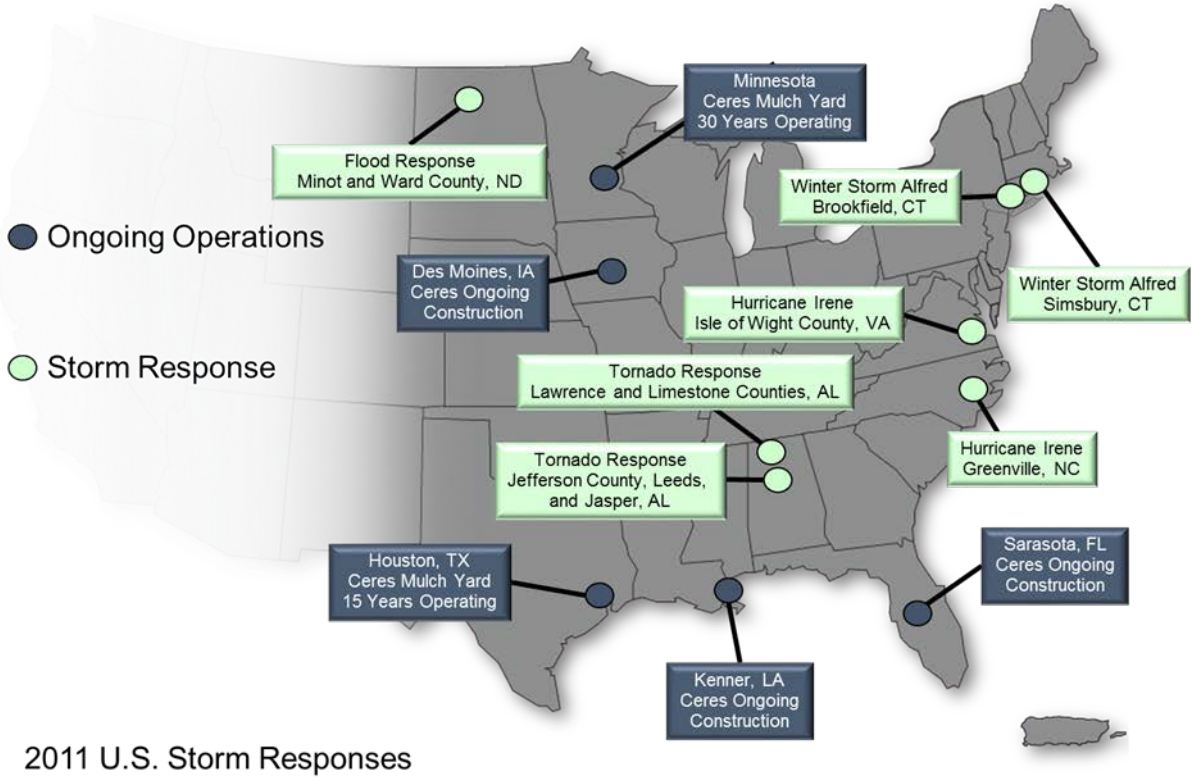

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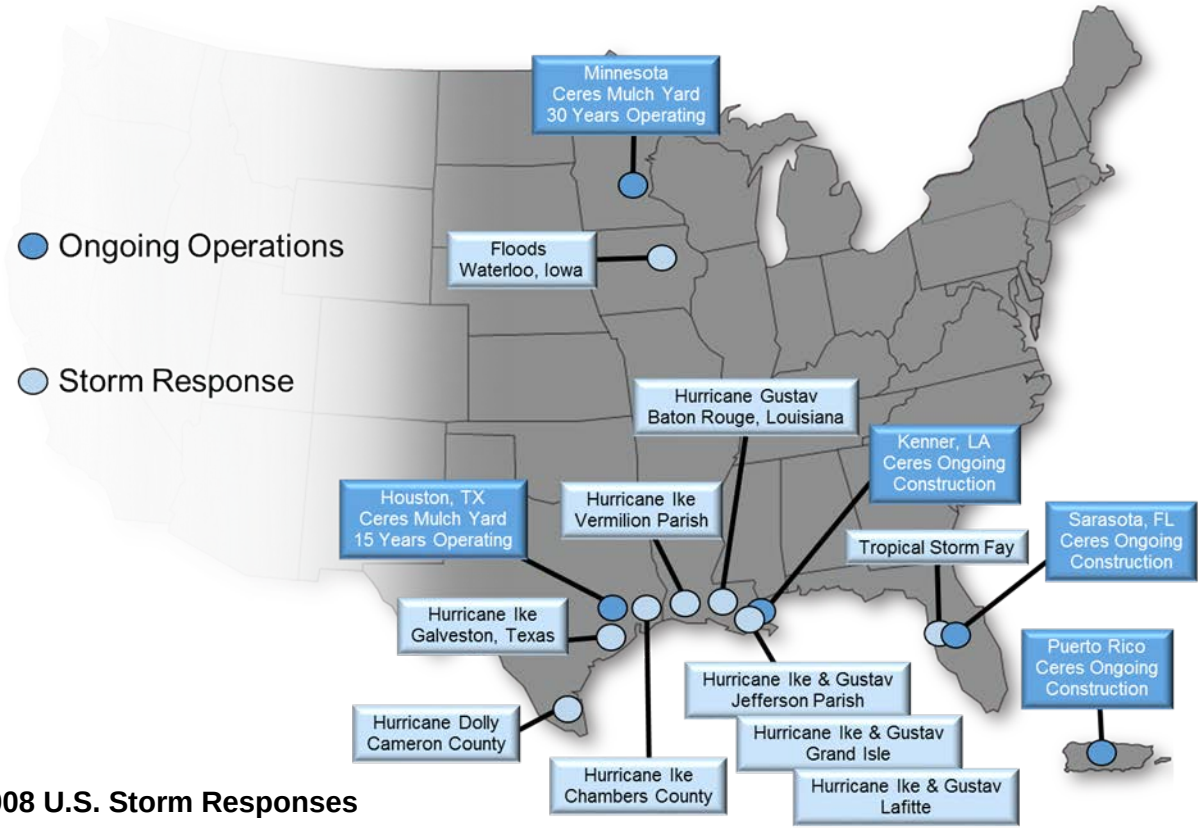

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III.4 Clean as You Go Policy

Ceres Environmental Services, Inc. operates under a Clean as You Go Policy throughout all areas of work carried out during the course of a project. The objective of the policy is to maintain a safe, healthy, clean work environment. This policy must be adhered to at all times by all project team members. Ceres Clean as You Go policy applies to all workers and is designed to ensure and maintain the cleanliness and safety of the workplace at the highest standard.

The Clean as You Go policy places the responsibility on all workers to maintain the working environment in a clean, safe condition at all times when carrying out duties on the premises.

- Work areas will be left in clean, safe condition
- Floors will be kept clear of waste, plastic and cardboard
- All walkways will be clear of any obstructions
- All outer packaging for raw materials will be removed from the area immediately after use
- Waste bins will be emptied regularly
- All waste and rubbish will be placed in the disposal area provided

All employees must ensure that all project practices are followed and that the required standards of hygiene and housekeeping are maintained. All employees are responsible for the tidiness and cleanliness of their work areas, and for the ongoing cleaning of the project sites and equipment, including company vehicles.

Clean as You Go practices will be defined for all areas of the worksite, reducing the risk of accidents occurring. These practices include:

- Personal hygiene
- Environmental hygiene
- Pest control
- Foreign body control
- Glass control

The practices defined above include the following procedures:

- All operatives must wear all necessary personal protective equipment provided, including gloves, goggles and masks for designated tasks, such as handling chemicals.
- All work areas are to be kept clean and tidy, and ongoing cleaning must be carried out throughout the shift, avoiding the risk of slips, trips, or falls
- All spills must be cleaned up immediately, and all debris and packaging materials immediately placed in the correct bins provided
- All cleaning materials and substances must be used and then stored correctly. Operatives should never use any chemical unless they have received the necessary training
- All cleaning fluids including chemicals and water must be disposed of properly and in the appropriate receptacles.
- All outside access and egress doors must be kept closed to avoid the possibility of pest infestation. If any form infestation is witnessed report it to your site contact immediately.

III.6 Database Reporting System and Capabilities

Ceres Environmental Services, Inc. has provided ADMS services on debris projects since 2008. Ceres' Automated Data Management System (ADMS) links key components of documentation including truck certification, load tickets and image databases. Ceres' ticket database has been in use for more than 10 years and is easily modified to meet the varying needs of our clients.

If requested by Coral Gables, Ceres will maintain a web-based data and GIS system in support of the ADMS. Additionally, Ceres will provide Quality Control representatives that monitor debris removal field operations using the contractor-supplied ADMS equipment. Ceres has used this alternative monitoring option as part of our U.S. Army Corps of Engineers (USACE) project management in the Virgin Islands following Hurricane Maria and in response to the USACE contract in California following recent wildfires.

Ceres has worked successfully with many debris monitoring firms, such as Tetra Tech, CB&I Coastal, Inc., Thompson Consulting, True North Emergency Management, Debris Tech, Witt O'Brien, Rostan and others. Ceres has worked using several of the monitor companies' ADMS and if Coral Gables decides that a monitoring firm will supply the ADMS, we are amenable to working in cooperation with the monitoring firm using their selected ADMS as well.

LOAD TICKET

TICKET NO.

CONTRACT NO.

CONTRACTOR

DATE

DEBRIS QUANTITY

Truck No.	Capacity (CY)
Load Size (CY)	Tons
Truck Driver	

DEBRIS CLASSIFICATION

	Burnable
	Non-Burnable
	Mixed
	Other

LOCATION

Zone/Section	Dumpsite	
	Time	Inspector
Loading		
Dumping		

21

22

CERES ENVIRONMENTAL

Original : Contract Owner
Yellow : Driver
Pink : Ceres
Gold : Other
Green : Customer

CERESENVIRONMENTAL

SUPERVISOR CONTROL

Date

SUPERVISOR_____

PARRISH_____

DEMOLITION PPDR ROW
HHW WHITE GOODS E GOODS Leaner & Hanger
Other Crew

	CONTRACTOR	CREW	QC NAME	ROE #	ADDRESS	TICKET #	CY	TIME
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

SAFETY CONCERNS/ CORRECTIVE ACTIONS:

COMMENTS:

SAMPLE

FORM QCSC001

CERES ENVIRONMENTAL

877-STORM12

TRUCK NO.
CUBIC YARDS

SAMPLE

III.7 Current and Projected Workload

Current Workload

The following table contains information on Ceres current work in progress. Ceres has responded to over 30 contract activations following Hurricanes Harvey, Irma and Maria and, based on our excellent personnel, equipment and subcontractor resources, we are nowhere near capacity. We have more than 500 pieces of equipment and a database of more than 5,000 trusted subcontractors. Our successful experience in multiple response situations as well as our substantial resources and teaming relationships ensure that Ceres performance on this contract will be to the City's utmost satisfaction.

Contract Owner	Contract Number	Contract Title/Type	Contract/Task Order Amount	Percent Complete	Project Start	Project End
U.S. Army Corps of Engineers; VI	W912P8-14-D-0020	Debris Management Services – Virgin Islands	$26,897,885.00	85%	Oct 2017	May 2018
U.S Army Corps of Engineers, CA	W9123818D003	USACE California Wildfires Debris Removal Services, Lake, Mendocino & Napa (LMN) Counties	$18,126,150.00	68%	Dec 2017	June 2018

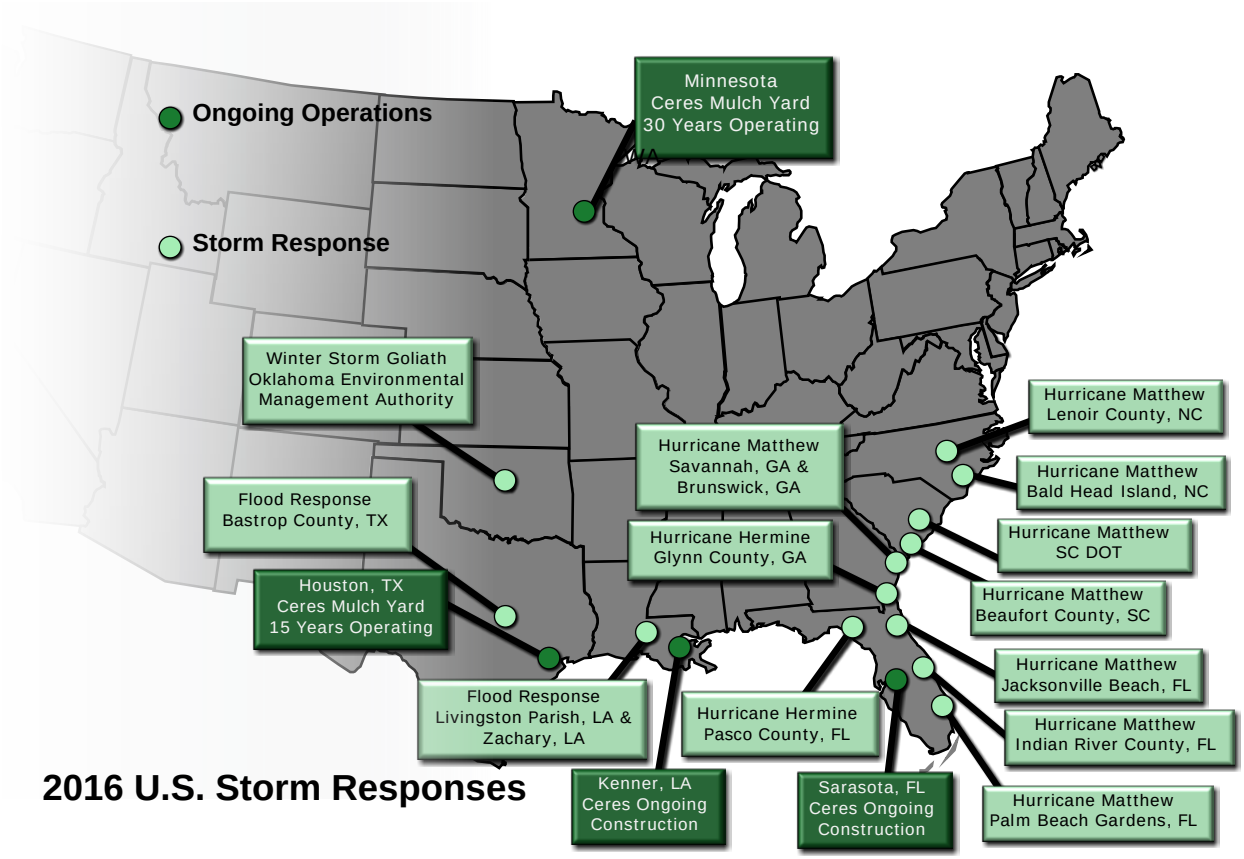
Projected Workload

Ceres Environmental Services, Inc. currently has more than 200 pre-position Emergency Response contracts in place; however, because these are pre-event contracts it is difficult to project future workload for storm contracts.

Capacity to Manage Multiple Contracts

Due to the nature of disaster relief work, it is difficult to project workload; **however, Ceres has the proven resources and experience to handle multiple events and locations.** Our successful experience in multiple response situations as well as our substantial resources and teaming relationships ensures that Ceres' performance on this contract will be to the City's utmost satisfaction.

In 2016, Ceres was already working in Louisiana following heavy rains and flooding when Hurricanes Hermine and Matthew hit the U.S. coast within a month of each other. Ceres responded to several counties in Florida and Georgia after Hurricane Hermine and then to an additional 14 jurisdictions in Florida, Georgia, South Carolina and North Carolina after Hurricane Matthew.



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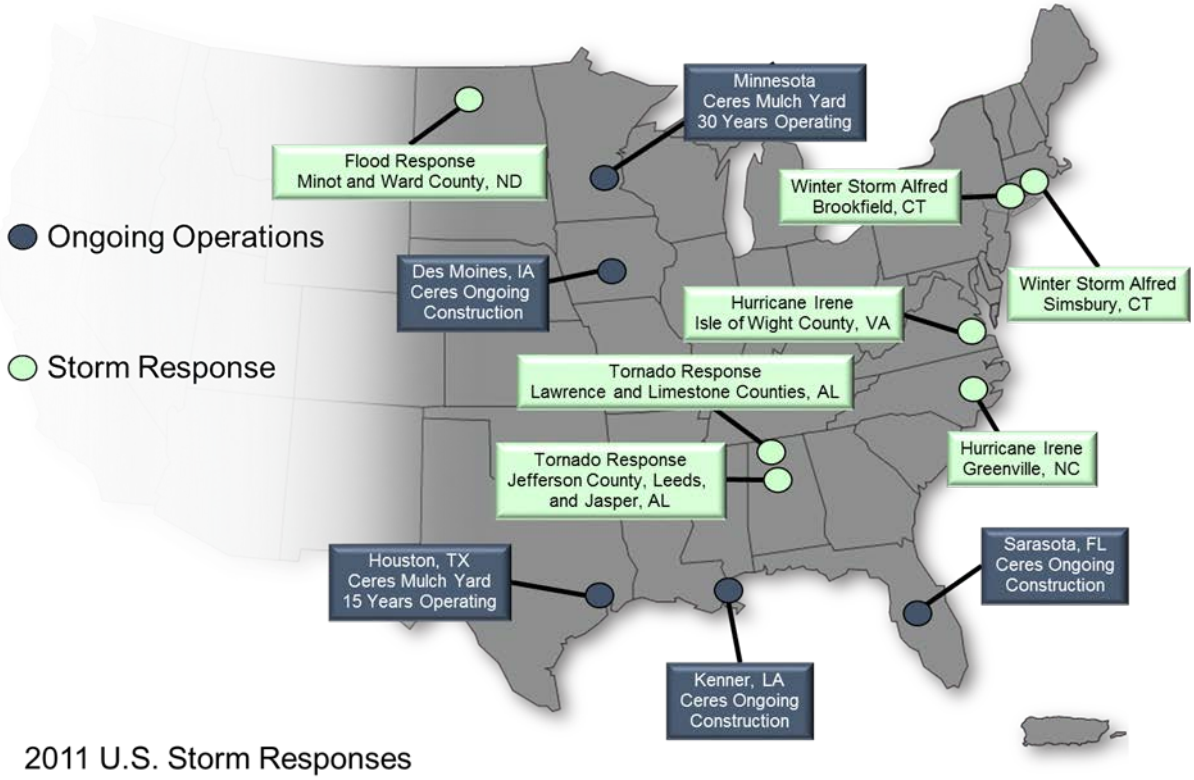

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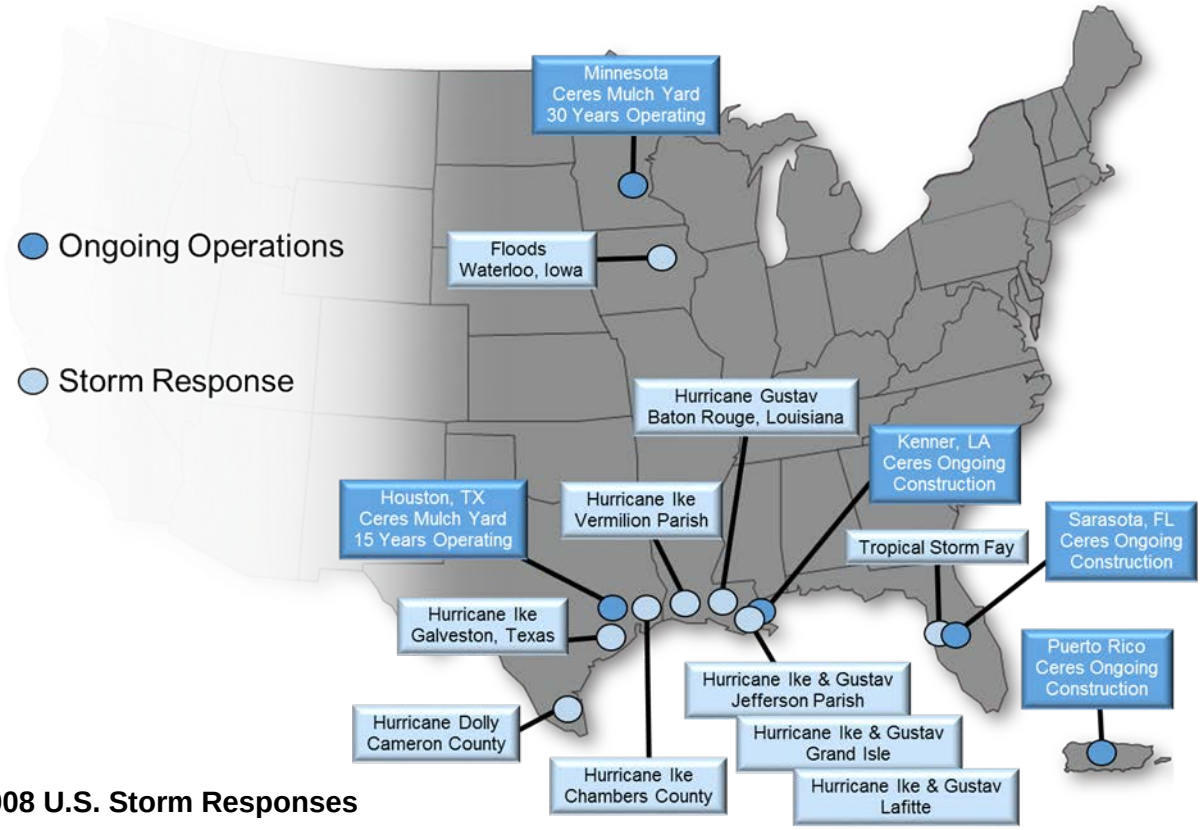

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III.8 Quality Control Plan

Introduction and Project Overview

Ceres Environmental Services, Inc. has developed this Quality Control Plan with the intent to describe the elements of anticipated work and methods to establish and maintain an inspection system that will ensure performance of the work in conformance to the requirements of the contract. Prior to the development of any project-specific Quality Control (QC) System, the contract specifications will be carefully reviewed to ensure the QC system implemented will meet related requirements. Fundamental to the Plan is our understanding that:

- Authorized agency personnel have the right, at periodic intervals on the job, to inspect and test all services called for by the contract in order to determine performance quality and contractual compliance.
- Ceres must furnish agency representatives with reasonable facilities and assistance for the safe and convenient performance of such inspections, and
- If Ceres does not promptly perform services and/or take necessary actions to conform to contract requirements, the agency may perform said services and charge Ceres or terminate the contract for default.

Quality Control Organization

The Quality Control Manager (QCM) will implement, control and maintain the Quality Control program. The QCM will ensure all QC Supervisors and Officers are adequately trained to perform the functions of their assigned duties, and that daily documentation is prepared by each QC Officer relative to production and quality of work performed. The QC Manager will monitor the progress and quality of work, stop work where non-conformances are found and initiate appropriate corrective measures, and ensure each new task order is reviewed prior to start of work to ensure work plans conform to contract requirements. The QC Manager will also ensure the preparation of Daily Progress and Production Reports with timely submittal to the agency in accordance with contract specifications.

QC Staff Qualifications and Responsibilities

QC Manager

A qualified and experienced Quality Control Manager (QCM) will be assigned to this project and will be responsible for implementation and overall management of the project QC program. The QCM will have experience in the fields of engineering, project management, construction quality control, and inspection and supervision of residential and commercial construction.

QC Area Supervisor(s)

According to the nature of the storm and resulting damage, an appropriate number of Area Supervisors will be appointed to coordinate QC activities under the supervision of the QCM. The Area Supervisors will be experienced in field administration of CQC programs as well as crew management.

QC Sector Supervisor(s) and Qualifications

Reporting to the QC Area Supervisor will be QC Sector Supervisors. These Sector Supervisors will be responsible for administering the QC Program for their sector and for the daily work activities and performance of the Quality Control officers.

Definable Features of Work

The following list includes those tasks that have been identified as “definable features” relative to work performed under this project. A definable feature of work is a task that is separate and distinct from other tasks and that required separate quality control requirements.

Mobilization	Ceres personnel and equipment; subcontractor personnel and equipment assignments and mobilization to work area; simultaneously prepare contract-specific Operations Plans, QC Plan and Site Health and Safety Plan.
TDSR: Set-Up/Management	Conduct baseline environmental survey, set up tower, portable toilets and sanitation stations, HHW pit, roads/signs

Debris Collection/Loading/Hauling	Segregate, collect and transport debris from ROW properties. QCs to use paper load tickets until ADMS operational, then QCs will use HHU and Smart Cards to generate load information.
White Goods	Determine condition: Freon-containing units must go to processing location for recovery of refrigerant. Units with food waste will be secured during transport to processing center where waste can be properly removed and disposed. All other units may be transported to recycling location.
HHW	Segregate, transport and stage at designated location in TSDR site prior to final shipment to designated incineration site. Crews must have Hazwoper certification; QCs subject to training course prior to monitoring HHW collection.
E-Wastes	E-waste will be transported to designated location for proper recycling or disposal.
C&D	C&D will be transported to the designated landfill.
Reduction: ACI or Grinding, Recycling	Debris reduced by grinding (vegetative) or incineration; repackaging for efficient transport to final disposal site.
Reduced Debris Disposal	Hauling of non-burnable debris to designated landfills (C&D, wood mulch, concrete and brick).
Site Restoration	Perform environmental sampling as appropriate, other cleanup and restoration activities
Site Closeout	Remove tower, portable toilet and sanitation station, final punch-list items

Safety Requirements

Information pertaining to specific safety requirements is maintained in the project Accident Prevention Plan (APP), the Activity Hazard Analysis (AHAs), the current version of the USACE EM 385-1-1, and task-specific operations procedures. At a minimum, the APP addresses worker protection, equipment safety, trimming loads, flaggers, work zone safety, and traffic control.

Training Requirements

Prior to start of work, QC personnel complete an indoctrination training course that reviews QC procedures applicable to the project as well as specific health and safety practices and procedures. This introductory course provides an overview of the project objectives; introductions to key personnel; information regarding the QC's authority and responsibility relative to enforcement of health and safety requirements; and QC monitoring requirements, procedures and documentation requirements. In addition, this course reviews the AHA for the project; emergency response and accident reporting information; personal protective equipment requirements; load preparation requirements; traffic control requirements; flagger training and use requirements; and general work zone safety policies and practices.

Submittal Control

Use of the Submittal Register

Submittals required by specifications and/or requested by the City will comply with the procedures discussed in the contract specifications. Each submittal will be complete and in sufficient detail to allow ready determination of compliance with contract requirements. Prior to submittal, an internal team that includes the Operations Manager and the QC Manager will review all documents requiring submittal.

Submittal Control Officer

The Submittal Control Officer will be responsible for the preparation, documentation and tracking of each transmittal.

Deficiency Tracking

Deficiency tracking procedures will be in place through all aspects of the project specifications. The key areas where deficiencies may occur include all definable features. As the work progresses, continuous inspections will be performed by QC Officers and Supervisors to ensure the work conforms to contract specifications. Where non-conformances are identified, the QCM will ensure they are recorded on a Rework

Item List, which will remain under the control of the QCM. This list will include recommendations for corrective measures and dates and responsibilities for completion of the corrective measures.

Subcontractors and Outside Organizations

Ceres intends to use local subcontractors and small, woman-owned, and disadvantaged business enterprises to the maximum extent practicable.

Reports and Forms

Ceres uses various forms to ensure proper documentation of critical items. These forms will be used to document monitoring and inspections completed by the QC Manager, Field Superintendents, and other responsible managers as identified by the QC Manager or Operations Manager. Daily production and quality control reports are typically prepared and submitted to the City representative by 7:00 a.m. on the following work day.

For each contract task, specific documentation procedures will be developed to ensure critical data is captured and documented. The documentation process, for example, for PPDR activities performed for this project will include:

- Weekly PPDR plan with crew assignments
- Route Inspection documentation to detail quality and safety compliance
- HHW inventory documentation in coordination with collection schedules
- E-waste and white goods documentation in coordination with respective collection schedules
- Concrete collection documentation in coordination with PPDR collection crew schedules
- SME, ACM and similar unique materials will be inventoried on specific documentation in coordination with collection schedules
- Photographic and GPS documentation of each property prior to and following debris removal activities
- Daily QC reports to document crew information, equipment usage, man-hours and general work performance

III.9 Customer Service Plan

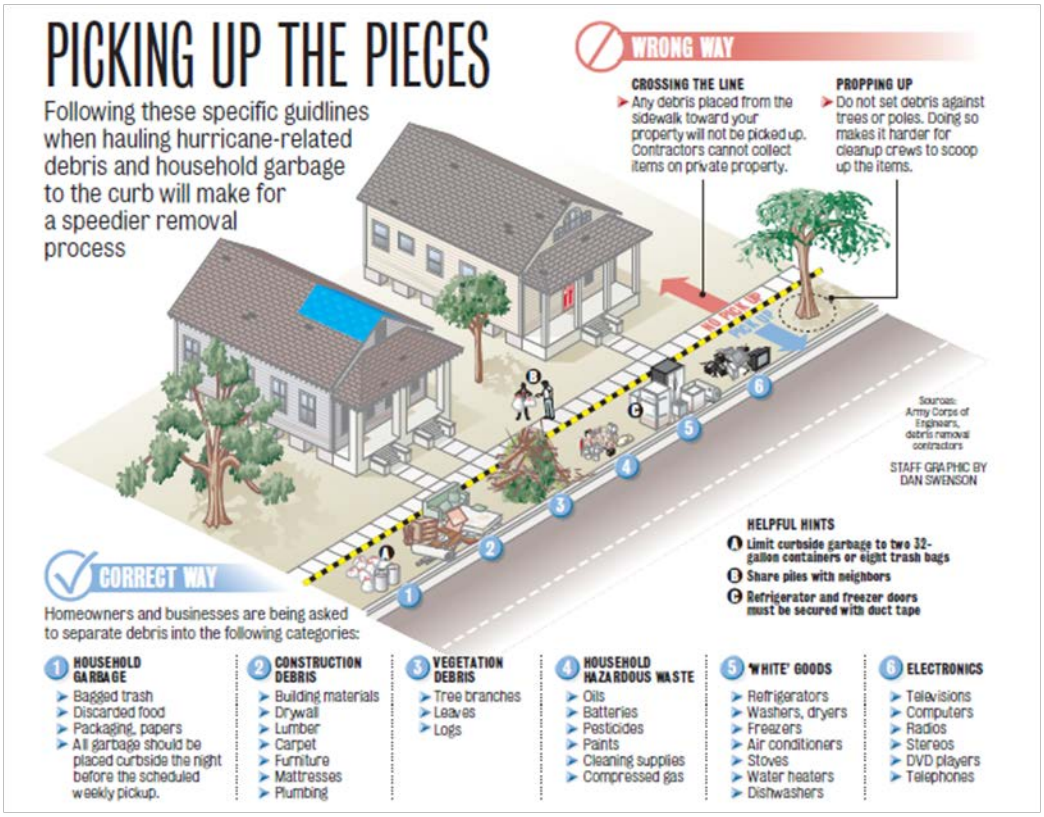
One of Ceres' most important support functions in the event of a natural disaster is to help Coral Gables officials engage in community relations. Ceres provides important resources for keeping residents informed on the progress of cleanup.

Announcements will be provided to news media including newspapers, radio and television. Ceres will institute a "Hot Line" for toll-free calls to answer questions and to take requests for "Hot Spot" service for debris removal or other services or complaints.

A series of announcements to citizens may follow this progression of themes and estimated timeframes:

1.	Segregate your debris by type and place it in the right of way (curbside)	NTP* + 1 day
2.	Work crews have begun debris pickup and will arrive in your neighborhood shortly for the first pass	NTP + 2 days
3.	First pass is nearing completion; place debris on the right of way in preparation for the second pass	NTP + TBD
4.	Second pass is underway	NTP + TBD
5.	Project is nearing completion, be sure to place debris on right of way	NTP + TBD
6.	Debris cleanup will be complete in one week	NTP + TBD

**NTP = Notice To Proceed*



Toll Free Hotline and E-Mail Management

Large phone and e-mail traffic from concerned residents are a part of every natural disaster. Ceres maintains a toll free Storm Hotline that is staffed and accessible 24 hours a day, 7 days a week to handle questions, concerns or complaints related to clean-up: **1-877-STORM12**. The number is prominently displayed on all Ceres equipment working the clean-up area. Ceres monitors call and e-mail volume, and establishes additional toll free numbers and enlists additional staff whenever greater capacity is required to ensure maximum community responsiveness.

Call center staff keep a log of incoming calls and e-mails, recording the address of the reported incident, resident's name, reported complaint, date and time of reported incident, and the truck number (if applicable). This group compiles incoming resident communications and organizes them into date/time of receipt and response priorities. Ceres sorts through messages to identify time-sensitive incidents such as broken water lines that need immediate attention. Each incident is investigated, and ultimately we locate the responsible crew if fault is found. Reports from this database will be accessible daily or weekly and can be disbursed to Coral Gables officials accordingly.

Catastrophic Events with Loss of Electronic Communication Systems

Coral Gables has a significant risk of an impact by a catastrophic or other major event in which traditional community messaging methods would be disrupted. Ceres is committed to ensuring adequate information is available about the scheduling and progress of recovery operations. As every disaster situation is different, Ceres' plans use a combination of non-electric post-disaster information systems that include Disaster Recovery Centers; variable message boards; and/or a signage system similar to the message system used by highway crews.

Disaster Recovery Centers are statically placed in a disaster area to ensure an impacted community has a one-stop point of contact for recovery-related services. The Centers are initiated by the local emergency management agency and are supported by local, state, federal and nonprofit organizations that provide disaster recovery services. Posting debris curbside segregation information, cleanup schedules and cleanup progress reports at these centers will provide anyone looking for disaster information in their community with access to the debris recovery process.

Variable message boards will be placed at the entrance of neighborhoods to alert the residence of when to expect the next debris collection pass. As citizens of Coral Gables are likely accustom to obtaining information from roadway median signs, information about cleanup can be posted in a similar manner.

III.10 Public Policy Compliance

Obtaining Maximum FEMA Reimbursement

From experience on over 120 FEMA-reimbursed projects, Ceres Environmental Services, Inc. knows that accurate and organized recordkeeping and reporting is vital to successful completion of a project. To fulfill this need, Ceres provides support and assistance through every step of the project. After the project is completed, Ceres will attend post-project briefings and provide our lessons learned and recommendations for the next project to the City of Coral Gables. Ceres' careful attention to documentation and strict quality control procedures will aid in the acceptance of a claim for reimbursement. **Throughout Ceres' history, no client has been denied reimbursement for work Ceres has performed.**

Ceres has FEMA reimbursement liaison officers on staff that provide expertise to Ceres and the City in order that all Project Worksheet activities and other reimbursement documentation are filed successfully.

Training

Ceres is qualified and able to participate in pre-event training days. Available training related to technical aspects of disaster recovery involves FEMA worksheets, the available methods of recording project data from tickets and truck certifications onto electronic records and databases, field operations and other training as needed or requested.

Ceres' training will cover various topics, many of which are included below in a list of typical events that occur in a disaster response.

Sequence of Events (Source: FEMA Public Assistance Policy Digest)

- Local response – emergency operations center activation-declaration of state of emergency
- Continue emergency work-maintain records (labor, equipment, materials, and contracts)
- Compile initial estimated damage. Report to State emergency management agency
- Evaluate needs and request State/Federal assistance
- Federal/State survey of need—Preliminary Damage Assessment (PDA)
- Governor's request for Federal assistance
- Presidential declaration
- Designation of applicant's agent
- Attend Applicant's Briefing and submit a Request for Public Assistance
- Attend Kickoff Meeting with Public Assistance Coordination (PAC) Crew Leader—discuss project formulation
- Prepare Project Worksheets—work with the PAC Crew Leader
- Address applicable Special Considerations (floodplain management, insurance, hazard mitigation and compliance with environmental and historic preservation laws)
- Complete application for Federal funds
- Maintain required documentation (labor, equipment, materials, and contracts)
- Receive payment of small projects—for Federal share and possibly State share
- Complete approved disaster work within time allowed
- Request final inspections
- Submit documents for final inspection, program review, and close-out
- Keep all documentation for 3 years from date of final Financial Status Report, or follow State and applicant record retention policies if they require retention beyond 3 years

FEMA Alternative Procedures Pilot Program

As the City considers services for a post-disaster recovery situation, it's important to understand how choosing best value instead of low cost can provide better, more responsive service while costing nearly the same – or even saving the City money. The Public Assistance Alternative Procedures (PAAP) Pilot Program is described in the FEMA Public Assistance Program and Policy Guide published in January 2016. Under the PAAP Pilot Program, the recipient may receive a higher federal cost share for removing debris quickly following a disaster. If a local government removes debris within the first 30 days, the local

government receives 85% federal cost share. From 31-90 days, the federal cost share is 80%. From 91-180 days, the federal cost share reverts to the original 75%.

Timeframe (days from start of incident period)	Federal Cost Share
1-30	85%
31-90	80%
91-180	75%
181+	0% (unless FEMA approves a time extension)

In order to achieve this rapid mobilization, the City must understand the numbers behind best value versus low cost. On paper, the low cost looks great. In the long run, the low cost could potentially cost the City money. A low cost contractor would be limited to the amount and type of equipment mobilized to this project. With low quantities of equipment mobilized to the project, the low cost contractor would have a much longer project timeline. Conversely, a best value contractor, like Ceres Environmental Services, Inc., can mobilize quickly with a combination of Ceres-owned equipment and subcontracted equipment. The subcontracted equipment is a mixture of local resources and outside subcontractors. The goal is to strike a balance between keeping dollars at home with local subcontractors and moving quickly enough to take advantage of the PAAP Pilot Program sliding scale.

In the following tables, Contractor A is the low cost contractor, and Contractor B is the best value contractor. Contractor A presents a lower overall project price than Contractor B, but with the existing FEMA PAAP Pilot Program guidelines, Contractor A actually costs the City more money in FEMA reimbursement while taking longer on project performance.

Contractor A			
Distance	CY	Price Per CY	Subtotal
Short Haul	10,000	$6.00	$60,000.00
Medium Haul	5,000	$7.00	$35,000.00
Long Haul	2,000	$8.00	$16,000.00
Total			$111,000.00

Contractor B			
Distance	CY	Price Per CY	Subtotal
Short Haul	10,000	$6.50	$65,000.00
Medium Haul	5,000	$7.50	$37,500.00
Long Haul	2,000	$8.50	$17,000.00
Total			$119,500.00

Based on these totals, Contractor A would cost the City more FEMA reimbursement while taking a longer project performance time. To illustrate, the following tables show the total reimbursement for the City based on the costs for Contractor A and Contractor B and using reimbursement percentages from the PAAP Pilot Program. The total cost for each contractor is taken from the previous tables.

While Contractor A is still hauling debris after 90 days from the start of the incident, Ceres has the ability to complete the job within 90 days from the start of the incident. With the ability to pay a higher subcontractor price, Ceres can mobilize more equipment to supplement its company-owned equipment. Plus, with more high-capacity equipment – such as self-loading knuckleboom above 100 cubic yards – Ceres can complete the job faster. The faster completion in turn results in a larger federal cost share.

Contractor A Cost Share

From Start of Incident	% of Debris Hauled	Contractor A Cost	Federal Cost Share	Federal Reimbursement	State/County Cost Share	State/County Reimbursement
30 days	10%	$11,100.00	85%	$9,435.00	15%	$1,665.00
31-90 days	55%	$61,050.00	80%	$48,840.00	20%	$12,210.00
91-180 days	35%	$38,850.00	75%	$29,137.50	25%	$9,712.50
Total	100%	$111,000.00	-	$87,412.50	-	$23,587.50

Contractor B Cost Share

From Start of Incident	% of Debris Hauled	Contractor B Cost	Federal Cost Share	Federal Reimbursement	State/County Cost Share	State/County Reimbursement
30 days	50%	$59,750.00	85%	$9,435.00	15%	$8,962.50
31-90 days	50%	$59,750.00	80%	$48,840.00	20%	$11,950.00
91-180 days	0%	$-	75%	$29,137.50	25%	$-
Total	100%	$119,500.00	-	$98,587.50	-	$29,912.50

Ceres can commit a full project management staff, company-owned equipment and subcontractor resources immediately upon Notice to Proceed. Our goal is to move quickly during the mobilization process to capitalize on the federal, State and local cost share splits afforded under the PAAP Pilot Program for debris removal.

Ceres has experience with the PAAP Pilot Program for Debris Removal. Ceres is also uniquely set up with equipment, personnel and temporary debris staging site to remove most debris within the first 30 days. To put it best, Ceres is in the best position to maximize Coral Gables's FEMA reimbursement for debris removal.

In 2014, Ceres helped numerous clients maximize their reimbursement under the Pilot Program:

- Columbia County, GA
- Lee County, MS
- Kimberly, AL
- Graysville, AL
- Adamsville, AL
- North Carolina DOT
- Dawson County, GA

We have also provided countless presentations and briefings on the subject. As part of our pre-event training and coordination with current clients, Ceres will review, and in some cases develop, disaster debris management plans in compliance with the recently released FEMA Debris Management Plan Review Job Aid. Ceres fully understands the urgency to immediately begin debris removal not just for the economic recovery of the community, but also to maximize reimbursement under the Pilot Program.

Columbia County is an example of our experience with the Pilot Program. During our response to Columbia County after Winter Storm Pax in 2014, Ceres rapidly mobilized personnel and equipment to immediately begin the debris removal effort. Ceres eventually collected, removed, and disposed of more than 600,000 cubic yards of debris throughout the County.

The Columbia County cost savings are provided in the following chart, which shows the cost share of normal procedures versus alternative procedures under the PAAP Pilot Program.

Program Type	Federal/State Cost Share	Columbia County Cost Share	$8,300,000.00
Normal	87.5%	12.5%	$1,037,500.00
Alternative	92.3%	7.7%	$639,100.00
Total Savings			$398,400.00

Documentation – Field Operations

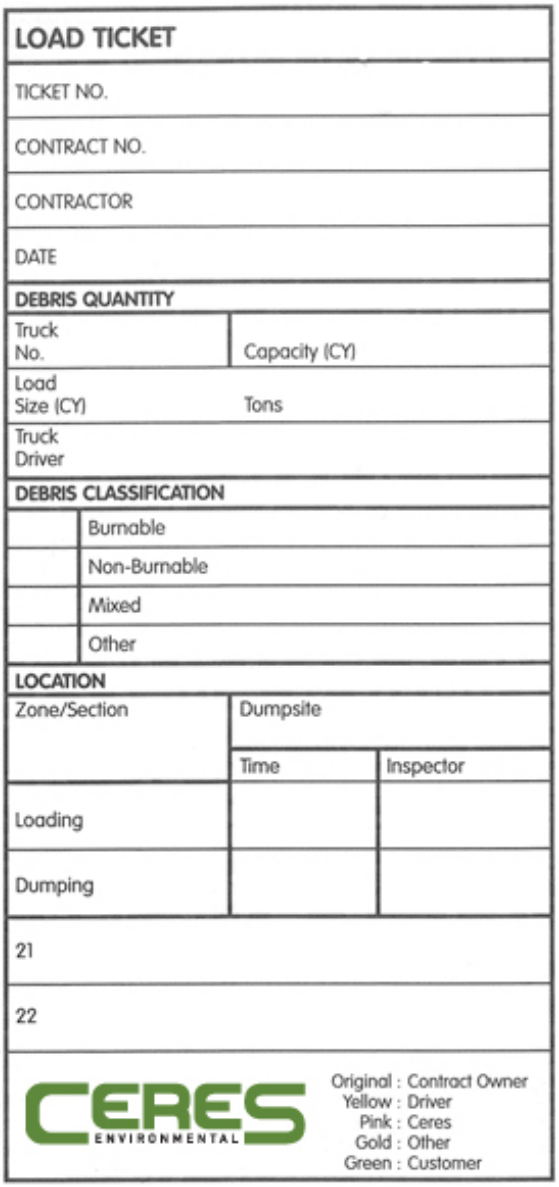
Ceres has its own forms for truck certification, load tickets, force account labor and equipment, man-hours, and equipment supplied. Ceres is pleased to provide these and any other forms needed for the City.

Ceres often provides these forms to clients during disaster response projects. For example, Ceres performed cleanup in two counties in Kentucky after the devastating ice storm in January 2009. Since the Commonwealth performed its own monitoring, Ceres brought its own truck certifications, load tickets, and other required forms for the Commonwealth monitors' use. The Commonwealth eventually requested extra forms from Ceres for use in other counties where Ceres was not working.

In addition to its proprietary forms, Ceres is also familiar with the sample forms included in the Public Assistance Debris Management Guide FEMA-325 published by the Department of Homeland Security. This publication provides guidelines for debris management from preparation to concluding response. Appendixes C and D of the Guide provide multiple forms for use during monitoring, including load tickets and truck certifications.

Ceres is also aware of the FEMA Public Assistance Program and Policy Guide (PAPPG), which supersedes FEMA-325 and Title 2 of the Code of Federal Regulations (CFR) Part 200 Procurement Standards. In short, Ceres has access to all the information required to meet FEMA guidelines.

Ceres keeps multiple copies of the Public Assistance Debris Management Guide FEMA-325 in stock at all times. When a project is initiated, Ceres brings enough copies so that any City staff member who wishes may obtain his or her own free copy. Ceres can provide copies of the Guide upon contract award, or advise the City on how to obtain them for themselves.



LOAD TICKET

TICKET NO.		
CONTRACT NO.		
CONTRACTOR		
DATE		
DEBRIS QUANTITY		
Truck No.	Capacity (CY)	
Load Size (CY)	Tons	
Truck Driver		
DEBRIS CLASSIFICATION		
	Burnable	
	Non-Burnable	
	Mixed	
	Other	
LOCATION		
Zone/Section	Dumpsite	
	Time	Inspector
Loading		
Dumping		
21		
22		

CERES ENVIRONMENTAL

Original : Contract Owner
Yellow : Driver
Pink : Ceres
Gold : Other
Green : Customer

This is the Ceres Load Ticket. In use, the Ticket Number is preprinted. This form is generally scanned at the job site and electronically transmitted to an office outside the disaster area for data entry. The form's five copies are color coded to minimize confusion.

Documentation – Administrative

Tickets and Truck Certification Forms are the foundation of the major expenses on most projects. Tickets are designed in several versions depending on what information is required. Tickets may track debris by cubic yard, tons, each, or load. The debris stream may also influence the ticket form that is selected for any particular project phase. Truck Certification forms are also critical documentation that must be accurately and carefully recorded. These forms are carefully structured to ensure that all necessary information, as required by FEMA, is recorded. FEMA requires signed truck certification forms for every vehicle hauling on the project and a signed dump ticket for every load. Ceres supplies these 5-part carbonless forms if the City wishes.

Ceres has developed a powerful custom database that links key components of documentation including the truck certification database, ticket database, and the database containing all of the images of each individual ticket and the truck certifications. Ceres' ticket database has been in use for more than 10 years and is easily modified to meet the varying needs of our clients. The database is also designed to make data entry easy. One data entry person, with minimal training, can enter over 700 tickets per day. Drop down selections, short cuts and static information retrieval make data entry fast and accurate. The system does not allow entry of duplicate tickets thus preventing duplicate billing and duplicate payments. The system does not allow a ticket to be entered with an amount that exceeds the certified load amount of the truck. Additional features of this custom software make it flexible enough to record data that is known to be required for a particular circumstance or project. Ceres maintains separate databases for each project to insure that data integrity is maintained.

Each completed truck certification form and each load ticket are electronically scanned at the field office and then transmitted to an imaging database located on a secure Ceres server outside the disaster area. The scanned information is then retrieved by our data entry

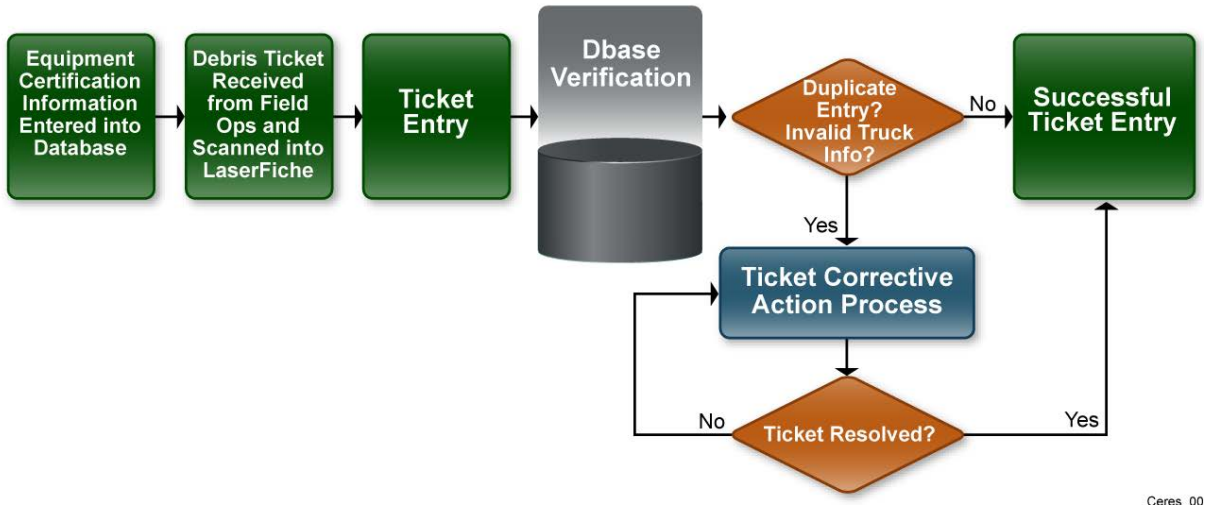
staff and entered into the appropriate project database under normal office conditions. Database rules require that first the truck owner (Ceres or one of its subcontractors) and then the individual truck be established in the database before the system will accept any load ticket information for that truck

The Ceres "Data Entry/Accounting Procedures" manual is used to provide guidance to our data entry personnel so all data is entered in a consistent manner to insure data integrity. All reimbursable activities under a particular contract, for example, stump removal, operation of hourly rate equipment, and personnel hours, are recorded by our operations staff.

Ceres audits the database for inconsistencies, data entry error and data integrity on a regular basis. This ensures that records of all potentially-reimbursable activities are acceptable and auditable by FEMA.

Ceres has taken great care to develop both policies and procedures that can be consistently applied to every project. This extra planning makes the implementation of a project easier and faster. Additionally the use of advanced communication technologies, such as wireless and satellite internet connections; cell phones with voice, data and text; and electronic imaging of paper documents, allow Ceres to simultaneously manage multiple projects, in multiple states.

Ceres' image databases (images include both tickets and truck logs) are available to all our governmental customers as password protected read only files on the internet. The data has been used for audits by such Federal agencies as the U.S. Army Corps of Engineers.



This flow chart illustrates the data flow and system logic for handling completed load tickets. The system will check for a non-duplicate ticket number, a valid truck number and that the load does not exceed the verified capacity of the truck before information will be saved in the data base.

Both standard and custom reports can be generated from Ceres databases. These reports are used to invoice the contract Client, to pay subcontractors and then provide management/field operations with production reports. This information is readily shared in a variety of formats.

Monitoring Consultants

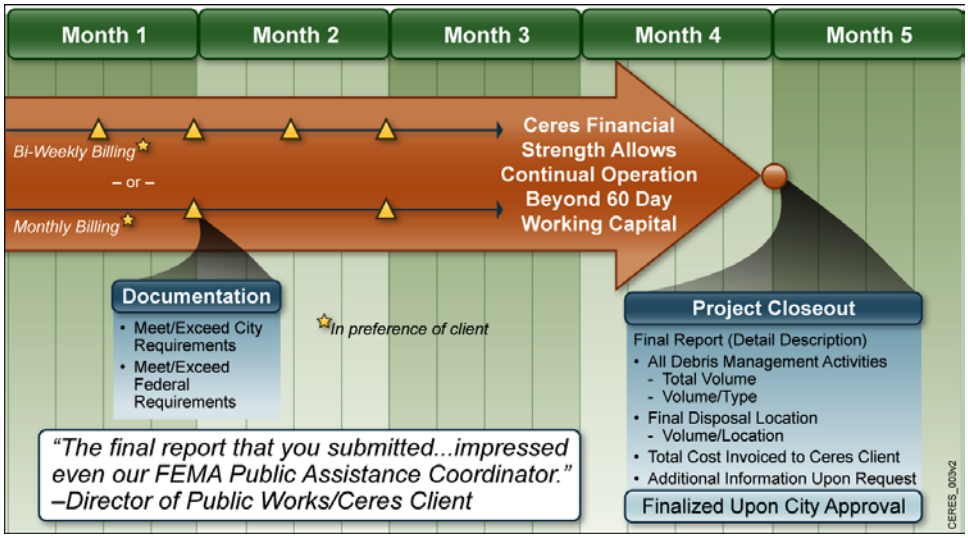
Some of Ceres clients choose to contract with a firm providing monitoring services. The services provided by a monitoring firm may include: damage assessment, training, emergency planning, direct communications with the City, incorporation of City forms and FEMA forms, facilitating communications with FEMA and other state and federal agencies, pre-event planning, post-event construction, funding, and reimbursement procedures. To eliminate any question of conflict of interest we will not involve ourselves in the actual selection process and we do not endorse nor recommend any of the monitoring companies. We do strongly recommend that the City verify that the proposed monitoring firm is not de-listed by the federal government on the "Excluded Parties List System" at www.epls.gov.

As a full line disaster response firm, Ceres also has expertise and experience in all of the services provided by monitoring consultants. For example, following a January 2009 Ice Storm in the Midwest, and while

under contract with the Kentucky Commonwealth, Ceres provided assistance in many of these areas. The KY Commonwealth had not contracted for technical assistance services and greatly appreciated the support that Ceres personnel were able to provide from basic guidance to providing numerous forms which enabled the Commonwealth to maximize their monitoring function and compliance for FEMA reimbursement. This successful past experience and expertise allows Ceres to work cooperatively and cohesively directly with the City or with a third party provider. We would be pleased to work with whomever the City chooses.

Invoicing

Ceres can invoice the City on a weekly, bi-weekly or monthly basis and in any format the client or a client's representative requires. Each invoice is submitted with appropriate documentation relating to the services provided. Documentation shall meet or exceed City and federal requirements for funding and reimbursement purposes. Ceres will provide technical assistance to the City in the completion of claims filed to FEMA or other agencies for funding and reimbursement. A documentation team will be assembled from representatives of quality control and accounting. This team will assist the City throughout the invoicing and reimbursement process long after the work has been completed. Ceres' financial strength enables Ceres to operate within the working capital requirement of the contract.



Invoices are generated as contractually agreed with all necessary supporting documentation. Project closeout is expedited by automated controls on truck identification, load sizes and ticket number validity.

Reimbursement Assistance

Ceres has experienced personnel trained in providing the necessary documentation and assistance in the preparation of reimbursement claims for the City. If requested, Ceres will provide the City with turnkey services or guidance and technical assistance to ensure proper preparation and submittal of claims for reimbursement and other available funding. Our FEMA reimbursement liaisons have supervised and trained personnel on disaster response and relief efforts in New York following 9/11, and on subsequent events including Hurricanes Isabel, Charley, Frances, and Jeanne. We can help a local government make certain that federal funding approvals are followed by timely reimbursement.

Program Management Assistance

Ceres is experienced and trained to provide all of the following services to the City:

- Preliminary Damage Assessment (PDA)
- Emergency Work definition (Category A and Category B)
- Analysis of Permanent Work (Categories C through G)
- Assistance with Applicant's Briefing
- Identifying Expenditures Eligible for Reimbursement
- Review of PDA for Scope of Work
- Recovery Process Documentation
- Recovery Process Oversight
- Force Account Labor assistance
- Preparation of Project Worksheet (PW)

- Review of records system for applicability to Federal and State Requirements
- Orientation and training of client personnel on documentation requirements
- Assist in the establishment of the "Clerk of Records"
- Claim Documentation
- Public Service Announcements

Production Reporting

Ceres has developed specific procedures to ensure proper and thorough documentation of daily project activities and adherence to strict quality control requirements. Daily documentation required for each debris management project will meet or exceed contractual, FEMA or other agency requirements. Ceres has developed project-tracking forms to ensure accurate reporting. In addition to the forms already mentioned these forms include: truck certification logs, production logs, shift inspection checklists, safety meeting report forms, daily crew reports, and various equipment usage reports.

Quality Control

Daily Contractor Production and Quality Control reports are completed and available the following work morning to the client or other designated authority. Original reports are maintained in the Mobile Command Center and daily reconciliation reports are generated to verify information reported on load tickets to information reported on daily production reports. The Project Manager and Project QC Manager monitor information contained in the Daily Quality Control reports to ensure project activities conform to contractual requirements and that an acceptable level of project quality and workmanship is provided to the client. All records, certifications, and reports are converted into digital documents that are stored securely off-site on Ceres computer servers and are available to management and other project personnel on a need to know basis.

Formalized quality control procedures are applied to each project to ensure documentation procedures are properly and fully implemented and to ensure conformance to project specifications. All Ceres employees, subcontractors, and suppliers are subject to the provisions of the QC Program. For each project, a Quality Control Plan is specifically developed to detail the QC organization, individual responsibilities, monitoring procedures of activities and subcontractor activities, documentation requirements for Ceres personnel and all subcontractors, control phases or procedures, and identification and correction procedures for non-conforming activities. The remedies for non-conformance include termination. Exceptional quality control of each project promotes efficiency and avoids investigation and other potential losses.

Dispatch Records

Dispatch records will be maintained for the duration of the project. Records include date and time of dispatch, crew and unit identifier, and status of assigned section (In Progress, Completed, etc.). Typically, one contractor will be assigned to a given section. Sections may be comprised of individual developments or combinations thereof. Accurate and thorough Dispatch Logs enable the identification of any potential issues and the responsible party.

Additionally, all supervisors will conduct weekly toolbox meetings and develop activity hazard analyses in compliance with the corporate Health and Safety Plan, and these meetings are documented.

Additional Public Policy Compliance Information

Ceres supports our clients by ensuring that we are compliant with any public policies that relate to the projects for which we are contracted. For additional information regarding how we utilize our subcontractor network in achieving compliance, please refer to the **Subcontracting Plan** in **Section III.3**. Finally, a copy of Ceres' Affirmative Action and Equal Employment Opportunity Program is enclosed on the following pages.

Ceres Environmental Services, Inc.

Equal Employment Opportunity
and
Affirmative Action
Policies

As of March 31, 2016

AFFIRMATIVE ACTION PROGRAM

Title 41 CFR Section

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Policy Statement - Equal Employment Opportunity for Qualified Individuals with Disabilities and Qualified Protected Veterans

It is the policy of Ceres Environmental Services, Inc. (Ceres) not to discriminate against any employee or applicant for employment because he or she is a qualified individual with a disability, a disabled veteran, a newly separated veteran, a campaign veteran, or an armed forces service medal veteran (i.e., qualified protected veterans). It is also the policy of Ceres to take affirmative action to employ and to advance in employment, all persons regardless of their status as qualified individuals with disabilities or qualified protected veterans, and to base all employment decisions only on valid job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship, at all levels of employment.

Employees of and applicants to Ceres will not be subject to harassment, intimidation, threats, coercion, or discrimination because they have engaged or may engage in filing a complaint, assisting in a review, investigation, or hearing or have otherwise sought to obtain their legal rights related to any Federal, State, or local law regarding EEO for qualified individuals with disabilities or qualified protected veterans.

Ceres is committed to the principles of Affirmative Action and Equal Employment Opportunity. In order to ensure dissemination and implementation of equal employment opportunity and affirmative action throughout all levels of the company, Tim Karlen has been appointed the Equal Employment Opportunity (EEO) Coordinator for Ceres. One of the EEO Coordinator's duties will be to establish and maintain an internal audit and reporting system to allow for effective measurement of Ceres' programs.

In furtherance of Ceres' policy regarding Affirmative Action and Equal Employment Opportunity, Ceres has developed a written Affirmative Action Program which sets forth the policies, practices and procedures which Ceres is committed to applying in order to ensure that its policy of non-discrimination and affirmative action for qualified individuals with disabilities and qualified protected veterans is accomplished. This Affirmative Action Program is available for inspection by any employee or applicant for employment upon request, during normal business hours, in the Human Resources Department. Interested persons should contact the EEO Coordinator at 763-488-5623 for assistance.

Review of Personnel Processes

Ceres periodically reviews its personnel processes to determine whether its present procedures assure careful, thorough and systematic consideration of the qualifications of known qualified individuals with disabilities and qualified protected veterans. These reviews cover all procedures related to the filling of job vacancies either by hire or by promotion, as well as all training opportunities offered or made available to employees.

In determining the qualifications of veterans, Ceres limits its consideration of a qualified protected veteran's military record, including discharge papers, to only that portion of the record, which is relevant to the specific job qualifications for which the veteran is being considered.

Based upon Ceres' review of its personnel processes, Ceres will modify the personnel processes when necessary, and will include the development of new procedures in this Affirmative Action Program to ensure equal employment opportunity. To date, no modifications have been necessary.

Review of Physical and Mental Job Qualification Standards

The physical and mental job qualifications of all jobs are reviewed periodically to ensure that, to the extent that such qualification requirements tend to screen out qualified individuals with disabilities and qualified disabled veterans, job qualifications are consistent with business necessity and the safe performance of the job.

To date, no qualification requirements were identified which had a screening effect. All job qualification requirements were found to be job-related and consistent with business necessity and safety.

Ceres will continue to review physical and mental job qualification requirements whenever a job is vacated and the company intends to fill it through either hiring or promotion and will conduct a qualifications review whenever job duties change.

No pre-employment physical examinations or questionnaires are used by Ceres' in its hiring process.

If at any time in the future, Ceres should inquire into an employee's physical or mental condition or should conduct a medical examination prior to a change in employment status, Ceres affirms that information obtained as a result of the inquiry will be kept confidential, except as otherwise provided for in the Section 503 regulations. The results of the examination or inquiry will be used in accordance with the Section 503 Regulations.

Reasonable Accommodation to Physical and Mental Limitations

Ceres commits to making a reasonable accommodation to the known physical and mental limitations of qualified individuals with disabilities and qualified disabled veterans, unless such accommodation would impose an undue hardship on the conduct of its business. In determining the extent of its obligation, Ceres will consider business necessity and financial costs and expenses, among other factors.

Harassment Prevention Procedures

Employees of and applicants to Ceres will not be subject to harassment, intimidation, threats, coercion, or discrimination because they have engaged or may engage in filing a complaint, assisting in a review, investigation, or hearing or have otherwise sought to obtain their legal rights related to any federal, state, or local law regarding EEO for qualified individuals with disabilities or qualified protected veterans. Any employees or applicants who feel that they have been subject to harassment, intimidation, threats, coercion, or discrimination because of their disability or status as a qualified protected veteran should contact the EEO Coordinator 763-488-5623 for assistance. This policy is communicated to all employees and supervisors.

External Dissemination of Policy, Outreach and Positive Recruitment

Ceres' Equal Employment Opportunity and Affirmative Action policy regarding the employment of qualified individuals with disabilities and qualified protected veterans is communicated to all subcontractors.

All recruiting sources, including State employment agencies, educational institutions and social service agencies have been informed of the company's policy concerning the employment of qualified individuals with disabilities and qualified protected veterans and have been advised to actively recruit and refer qualified persons for job opportunities.

Ceres lists all suitable employment openings with the appropriate local office of the State Employment Service and Veterans Employment Representatives. A copy of Ceres' Affirmative Action Policy for qualified individuals with disabilities and qualified protected veterans is provided to the State Employment Service.

Ceres participates in local job fairs sponsored by support groups for qualified individuals with disabilities and qualified protected veterans.

Internal Dissemination of Policy

Copies of our affirmative action programs will be made available for inspection to any employee or applicant upon request to promote understanding, acceptance and support. Policies are re-emphasized to managers and supervisors as needed.

Ceres' Affirmative Action policy and the EEO poster are posted on bulletin boards located at our facilities and work areas.

All applicants who believe they are a qualified individual with a disability, as defined in Section 503 of the Rehabilitation Act of 1973, as amended, or who are a qualified protected veteran under the equal employment opportunity provisions of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, are invited to identify themselves if they wish to benefit under this affirmative action program. Such invitation is being posted on bulletin boards throughout the facility and work areas. Employees may self-identify at anytime.

Employees are advised of the company's policy and encouraged to aid in Ceres' affirmative action efforts to ensure a fair and effective program.

Briefing sessions are conducted for managers and supervisors to review the applicable regulations and to discuss such affirmative action measures as training and reasonable accommodation.

This facility's EEO Coordinator has attended workshops, which stressed the use of vocational rehabilitation agencies in hiring qualified individuals with disabilities and qualified special disabled veterans and reasonable accommodation.

Audit and Reporting Systems

The EEO Coordinator has the responsibility for developing and preparing the formal documents of the AAP. The EEO Coordinator is responsible for the effective implementation of the AAP; however, responsibility is likewise vested with each department manager and supervisor. Ceres' audit and reporting system is designed to:

- Measure the effectiveness of the AAP/EEO program;
- Document personnel activities;
- Identify problem areas where remedial action is needed; and
- Determine the degree to which Ceres' AAP goals and objectives have been obtained.

The following activities are reviewed to ensure freedom from stereotyping qualified individuals with disabilities and qualified protected veterans in any manner, including that which may limit their access to any job for which they are qualified:

- Recruitment, advertising, and job application procedures;
- Hiring, promotion, upgrading, award of tenure, layoff, recall from layoff;
- Rates of pay and any other forms of compensation including fringe benefits;
- Job assignments, job classifications, job descriptions, and seniority lists;
- Sick leave, leaves or absence, or any other leave;
- Training, apprenticeships, attendance at professional meetings and conferences; and
- Any other term, condition, or privilege of employment.

Ceres' EEO Coordinator will prepare a report documenting Ceres' efforts to achieve its EEO/AAP responsibilities. Managers and supervisors are asked to report any current or foreseeable EEO problem areas and are asked to outline their suggestions/recommendations for solutions. If problem areas arise, the manager or supervisor is to report problem areas immediately to the EEO Coordinator. During quarterly reporting, the following occurs:

1. The EEO Coordinator will discuss any problems relating to significant rejection ratios, EEO charges, etc., with the Business Manager; and

2. The EEO Coordinator will report the status of the Ceres' AAP goals and objectives to the Business Manager. The EEO Coordinator will recommend remedial actions for the effective implementation of the AAP.

Responsibility for Implementation of AAP

Responsibilities of the Equal Employment Opportunity Manager

In furtherance of Ceres' commitment to Affirmative Action and Equal Employment Opportunity for qualified individuals with disabilities and qualified protected veterans, the EEO Coordinator has the responsibility for designing and ensuring effective implementation of Ceres' AAP. These responsibilities include, but are not limited to:

1. The development of the AAP for individuals with disabilities and protected veterans, policy statements, personnel policies and procedures, internal and external communication of the policy, and monitoring the effectiveness of these actions;
2. Reviewing all personnel actions, policies, and procedures to ensure compliance with Ceres' affirmative action obligations;
3. Reviewing the qualifications of all applicants and employees to ensure qualified individuals are treated in a nondiscriminatory manner when hiring, promotion, transfer and termination actions occur;
4. Assisting in the identification of problem areas and the development of solutions to those problems;
5. Monitoring the effectiveness of the program on a continuing basis through the development and implementation of an internal audit- and reporting-system that measures the effectiveness of the program;
6. Keeping the Business Manager of Ceres informed of equal opportunity progress and problems within the company through quarterly reports;
7. Providing department managers with a copy of the Affirmative Action Program for Qualified Individuals with Disabilities and Qualified Protected Veterans and reviewing the program with them to ensure knowledge of their responsibilities for implementation of the program;
8. Reviewing the company's AAP for qualified individuals with disabilities and qualified protected veterans with all managers and supervisors at all levels to ensure that the policy is understood and is followed in all personnel activities;
9. Auditing the contents of company bulletin boards to ensure that compliance information is posted and is up-to-date;
10. Serving as liaison between Ceres and enforcement agencies; and
11. Serving as liaison between Ceres and organizations for qualified individuals with disabilities and qualified protected veterans.

Responsibilities of Managers and Supervisors

Managers and supervisors are advised of their responsibilities under the company's AAP for qualified individuals with disabilities and qualified protected veterans and of their obligations to:

1. Review the company's Affirmative Action policy for qualified individuals with disabilities and qualified protected veterans with subordinate managers and supervisors to ensure that they are aware of the policy and understand their obligation to comply with it in all personnel actions;
2. Assist in the identification of problem areas, formulate solutions, and establish departmental goals and objectives when necessary;
3. Review the qualifications of all applicants and employees to ensure qualified individuals are treated in a nondiscriminatory manner when hire, promotion, transfer, and termination actions occur; and
4. Review all employees' performance to ensure that non-discrimination is adhered to in all personnel activities.

Training to Ensure AAP Implementation

Training is provided to all personnel involved in the recruitment, screening, hiring, promotion, disciplinary and related employment processes, to ensure that the commitments made in Ceres' AAP are implemented.

Invitation to Self-Identify for Qualified Protected Veterans

Ceres is a federal contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, which requires federal contractors to take affirmative action to employ and advance in employment qualified disabled veterans and qualified protected veterans.

An invitation to veterans of the Vietnam era only: If you are a veteran of the Vietnam era, we would like to include you under our affirmative action program. If you would like to be included under the affirmative action program, please tell us. The term "veteran of the Vietnam era" refers to a person who served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred in the Republic of Vietnam between February 28, 1961, and May 7, 1975 or between August 5, 1964, and May 7, 1975, in all other cases. The term also refers to a person who was discharged or released from active duty for a service connected disability if any part of such active duty was performed in the Republic of Vietnam between February 28, 1961, and May 7, 1975, or between August 5, 1964, and May 7, 1975, in all other cases.

An invitation to qualified disabled veterans only: If you are a qualified special disabled veteran, we would like to include you in our affirmative action program. If you would like to be included under the affirmative action program, please tell us. This information will assist us in placing you in an appropriate position and in making accommodations for your disability. The term "qualified special disabled veteran" refers to a veteran who is entitled to compensation (or who, but for the receipt of military retired pay, would be entitled to compensation) under laws administered by the Department of Veterans Affairs for a disability rated at 30 percent or more, or rated at 10 or 20 percent in the case of a veteran who has been determined by the Department of Veterans Affairs to have a serious employment handicap. The term also refers to a person who was discharged or released from active duty because of a service-connected disability.

An invitation to both (1) veterans of the Vietnam era and (2) qualified disabled veterans: If you are a veteran of the Vietnam era or a qualified special disabled veteran, we would like to include you under our affirmative action program. If you would like to be included under the affirmative action program, please tell us. The term "veteran of the Vietnam era" refers to a person who served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred in the Republic of Vietnam between February 28, 1961, and May 7, 1975 or between August 5, 1964, and May 7, 1975, in all other cases. The term also refers to a person who was discharged or released from active duty for a service connected disability if any part of such active duty was performed in the Republic of Vietnam between February 28, 1961, and May 7, 1975, or between August 5, 1964, and May 7, 1975, in all other cases. The term "qualified special disabled veteran" refers to a veteran who is entitled to compensation (or who, but for the receipt of military retired pay, would be entitled to compensation) under laws administered by the Department of Veterans Affairs, for a disability rated at 30 percent or more, or rated at 10 or 20 percent in the case of a veteran who has been determined by the Department of Veterans Affairs to have a serious employment handicap. The term also refers to a person who was discharged or released from active duty because of a service-connected disability.

You may inform us of your desire to benefit under the program at this time and/or at any time in the future.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of qualified disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) government officials engaged in enforcing laws administered by OFCCP, or enforcing the Americans with Disabilities Act, may be informed.

A written copy of this Affirmative Action Program is available for inspection by any employee or applicant for employment, during normal business hours, in the Administration Department. Interested persons should contact the EEO Coordinator at 763-488-5623 for assistance.

Invitation to Self-Identify for Individuals with Disabilities

Ceres is a Government contractor subject to section 503 of the Rehabilitation Act of 1973, as amended, which requires Government contractors to take affirmative action to employ and advance in employment qualified individuals with disabilities.

If you have a disability and would like to be considered under the affirmative action program, please tell us.

You may inform us of your desire to benefit under the program at this time and/or at any time in the future. This information will assist us in placing you in an appropriate position and in making accommodations for your disability.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with Section 503 of the Rehabilitation Act.

Information you submit about your disability will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of qualified individuals with disabilities, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment; and (iii) government officials engaged in enforcing laws administered by OFCCP or the Americans with Disabilities Act, may be informed.

A written copy of this Affirmative Action Program is available for inspection by any employee or applicant for employment, during normal business hours, in the Administration Department. Interested persons should contact the EEO Coordinator at 763-488-5623 for assistance.

Vice President: David A. Preus

_____
Signature

_____
Date

IV PAST PERFORMANCE AND REFERENCES

IV.1 References

Ceres Environmental Services, Inc. has a long record of successful contract performance. Many of our customers have provided formal evaluations or letters of recommendation that attest to our strong performance and record of customer service and satisfaction. Listed below is a selection of our references from projects completed in the past ten (10) years.

Event	Contract Activity	Government Entity	Amount	Contract Period
Hurricane Matthew	Storm, Debris Removal, Debris Management Site Operations & Disposal	Beaufort County, SC	$14,020,391.00 (approx.) 1,556,080 CY	October 2016 – April 2017
	Point of Contact: Pamela Cobb, Public Works, 120 Shanklin Road, PO Drawer 1228, Beaufort, SC 29901; Tel. (843) 255-2721; pcobb@bcgov.net			
Hurricane Matthew	Emergency Debris and Disaster Recovery Services	Palm Beach Gardens, FL	$31,507.78 3,936 CY	November 2016
	Point of Contact: David Reyes, Director, Public Services and Emergency Management, 10500 North Military Trail, Palm Beach Gardens, FL 33410; (561) 804-7015, dreyes@pbgfl.com			
Winter Storm Goliath	Emergency Debris Removal/Grinding/Burning Services	Oklahoma Environmental Management Authority (OEMA)	$2,040,657.00 237,427 CY (collection & removal) 151, 127 CY (grinding) 213,223 CY (air curtain burning)	December 2015 – March 2016
	Point of Contact: David Griesel, General Manager (OEMA), 1505 South Rock Island, El Reno, OK 73036; Phone (405) 822-1031; dgriesel@oemaok.org			
Winter Storm Pax	Removal and Disposal of Disaster Debris	Columbia County, GA	$8,539,038.00 648,444 CY	February – August 2014
	Point of Contact: Suzie Hughes, EMA Specialist VI, 650-B Ronald Reagan Drive, Evans, GA 30809, Phone (706) 868-3303, Fax (706) 868-3343, shughes@columbiacountyga.gov			
2013 Winter Storm	Removal and Disposal of Eligible Disaster-Related Tree and Other Vegetative Debris	City of Rapid City, SD	$1,440,473.8 100,664 CY, 7,538 Hangers, 481 Leaners	October-December 2013
	Point of Contact: Ted Johnson, Public Works, 300 Sixth Street, Rapid City, SD 57701, Tel. (605) 394-4154, Fax (605) 355-3083, ted.johnson@rcgov.org			
2013 Wind Storm	Debris Removal and Processing	City of Albemarle, NC	$732,260.92 46,577.95 CY	July-September 2013
	Point of Contact: Nina Underwood, Public Works Director,704 Arlington Ave. Albemarle, NC 28002, (704)-984-9667, nunderwood@ci.albemarle.nc.us			
Hurricane Isaac	Collection, Processing and Disposal of Hurricane Isaac-Generated Storm Debris from Right-of-Ways in Unincorporated Jefferson Parish	Jefferson Parish, LA	$1,503,843.22 125,148.99 CY	August – September 2012
	Point of Contact: Kathy Russo, Environmental Quality Supervisor, Jefferson Parish, 4901 Jefferson Highway, Suite E, Jefferson, LA 70121, Tel. (504) 736-6443, Fax (504) 731-4607, KRusso@jeffparish.net			
Winter Storm Alfred	Removal, Reduction & Disposal of FEMA-Eligible Debris	Town of Simsbury, CT	$3,152,644.53 274,109 CY	November - December 2011
	Point of Contact: Thomas J. Roy, Director of Public Works, 933 Hopmeadow Street, PO Box 495, Simsbury, CT 06070, Tel. (860) 658-3222, troy@simsbury-ct.gov			
Hurricane Ike	Hurricane Ike Debris Management Services	U.S. Army Corps of Engineers; Galveston, Harris and Chambers Counties, Texas	$3,566,179.00 88,308.00 CY	September 2008 – October 2008
	Point of Contact: Timothy Black, Contracting Officer, U.S. Army Corps of Engineers, Tel. (504) 862-2912, timothy.black@mvn02.usace.army.mil			

IV.2 Canceled Contracts

Ceres Environmental Services, Inc. has a long record of successful contract performance and has never had a contract canceled for cause. Further, Ceres has never been litigated against by any city, county, state or federal government agency, and has never litigated against a city, county, or state Government agency. Ceres has never filed for bankruptcy, has never been debarred, has never been defaulted, and has never failed to complete a project.

SECTION 8

Request for Proposal (RFP) No 2018-009

8.0: PROPOSAL PRICING

8.1 PROPOSAL PRICING FORM

Each Proposer shall ensure the Proposal Pricing Schedule listed in the following pages is completed in full, with Proposer providing a detailed list of all costs to provide Services.

Proposers should carefully follow the instructions outlined below, particularly with respect to the format and number of pages allotted to each topic, if applicable. Failure to follow these instructions may be considered grounds for excluding a proposal from further consideration.

Proposer shall submit a Proposal expressing its interest in providing the services described herein. To receive consideration, this Request for Proposal must be submitted in its entirety, with all forms executed. All corrections to prices made by the Proposer must be initialed. Any additional information to be submitted as part of the Proposal may be attached behind the Proposal Pricing Schedule, carefully cross-referencing each item number and/or letter.

The City reserves the right to add or delete any service, at any time. Should the City determine to add an additional service for which pricing was not previously secured; the City shall seek the Successful Proposer to provide reasonable cost(s) for same. Should the City determine the pricing unreasonable, the City reserves the right to negotiate cost(s) or seek another vendor for the provision of said service(s).

Proposer: Ceres Environmental Services, Inc. Address 6968 Professional Parkway East

Contact Name Dawn Brown Title Assistant Corporate Secretary Signature Dawn Brown

Telephone (800) 218-4424 Email: dawn.brown@ceresenv.com

EXHIBIT A
Revised Price Proposal Form

RFP 2018-009 DISASTER DEBRIS REMOVAL SERVICES
SCHEDULE 1 - TIME AND MATERIALS PRICE SCHEDULE
(Hourly Labor and Equipment Rates)

Unit Prices shall include, but not be limited to, full compensation for labor, any and all equipment used, travel and related expenses and any and all other costs to the Proposer. The City will not pay and/or reimburse any additional costs including, but not limited to, travel, mileage, lodging, meals, and other travel and subsistence expenses. No overtime rates shall be paid by the City; unit prices shall include applicable overtime. Unit Prices shall remain fixed and firm for the initial three (3) year term of the contract. Prior to each renewal term of the resulting agreement, unit prices may be negotiated by the City with the Successful Proposer.

Heavy Equipment	Size or Type	U/M	Unit Price
			Operators Included
Skid Steer Loader	Bobcat	Hour	$78.00
Backhoe	Cat 416	Hour	$112.00
Wheel Loaders	Cat 950	Hour	$129.00
Wheel Loaders	Cat 966	Hour	$139.00
Wheel Loaders	Cat 980	Hour	$149.00
Tracked Loader	Cat 955	Hour	$145.00
Towed Loader w/ Tractor	Prentice 210	Hour	$149.00
Self Loading Knuckle boom Truck	25 - 35 CY Body	Hour	$165.00
Self Loading Knuckle boom Truck	35 - 45 CY Body	Hour	$175.00
Self Loading Knuckle boom Tandem Truck	45 – 75 CY Body	Hour	$185.00
Dozer	Cat D4	Hour	$132.00
Dozer	Cat D5	Hour	$142.00
Dozer	Cat D6	Hour	$155.00
Dozer	Cat D7	Hour	$159.00
Dozer	Cat D8	Hour	$168.00
Excavators with Grapple or Thumb	Cat 320	Hour	$168.00
Excavators with Grapple or Thumb	Cat 325	Hour	$175.00
Excavators with Grapple or Thumb	Cat 330	Hour	$185.00
Tractor w/ Box Blade	80 Hp	Hour	$100.87
Motor Grader	Cat 120G	Hour	$155.00
Crane	30 Ton	Hour	$235.00
Bucket Truck	Up to 50' reach	Hour	$172.00
Bucket Truck	50' to 75' reach	Hour	$192.00
Trash Transfer Trailer w/ Tractor	110 Yard	Hour	$128.00
Mechanized Broom	Street Sweeper	Hour	$98.00
Water Truck	2000 Gallon	Hour	$89.00
Stump Grinder	Vermeer 252	Hour	$64.00
Chipper w/ 2 man crew	Morbark Storm	Hour	$128.00
12-Foot Tub Grinder	Morbark 1200	Hour	$415.00
13-Foot Tub Grinder	Morbark 1300	Hour	$425.00
14-Foot Tub Grinder	Diamond Z 1463	Hour	$435.00

Heavy Equipment	Size or Type	U/M	Unit Price
Equipment Transport w/ Tractor	50 Ton	Hour	$106.00
Truck Mounted Winch	Tow Truck	Hour	$94.00
Haul Vehicles	**Size or Type**	**U/M**	**Unit Price**
			Operators Included
Dump Truck	10 to 15 CY	Hour	$72.00
Dump Truck	16 to 20 CY	Hour	$75.00
Trailer Dump w/ Tractor	30 to 40 CY	Hour	$78.00
Trailer Dump w/ Tractor	41 to 50 CY	Hour	$82.00
Trailer Dump w/ Tractor	51 to 60 CY	Hour	$85.00
Trailer Dump w/ Tractor	61 to 70 CY	Hour	$89.00
Walking Floor Trailer w/ Tractor	100 CY	Hour	$95.00
Transportation Vehicles	**Size or Type**	**U/M**	**Unit Price**
			Operators Not Included
Pickup Truck	1/2 Ton	Day	$15.00
Pickup Truck	3/4 Ton	Day	$17.00
Pickup Truck	1 Ton	Day	$19.00
Box Truck	3/4 Ton	Day	$65.00
Utility Van	3/4 Ton	Day	$17.00
Passenger Van	9 Passenger	Day	$16.00
Passenger Car	Full size	Day	$14.00
Personnel	**Size or Type**	**U/M**	**Unit Price**
Superintendent w/ Pickup Truck	Individual	Hour	$75.00
Supervisor w/ Pickup Truck	Individual	Hour	$62.00
Safety or QC Manager w/ Pickup Truck	Individual	Hour	$72.00
Mechanic w/ Truck and Tools	Individual	Hour	$75.00
Climber w/ Gear	Individual	Hour	$68.00
Operator w/ Chainsaw	Individual	Hour	$41.00
Laborer w/ Tools	Individual	Hour	$36.00
Traffic Control Personnel	Individual	Hour	$36.00
Ticket Writers	Individual	Hour	$32.00
Clerical	Individual	Hour	$32.00
Administrative Assistant	Individual	Hour	$32.00

RFP 2018-009 DISASTER DEBRIS REMOVAL SERVICES
SCHEDULE 2 - UNIT PRICE SCHEDULE

Unit Prices shall include, but not be limited to, full compensation for labor, any and all equipment used, travel and related expenses and any and all other costs to the Proposer. The City will not pay and/or reimburse any additional costs including, but not limited to, travel, mileage, lodging, meals, and other travel and subsistence expenses. No overtime rates shall be paid by the City; unit prices shall include applicable overtime. Unit Prices shall remain fixed and firm for the initial three (3) year term of the contract. Prior to each renewal term of the resulting agreement, unit prices may be negotiated by the City with the Successful Proposer.

DESCRIPTION OF SERVICES: ALL SERVICES ARE AS DIRECTED BY THE CITY AS TO THE LOCATION OF WORK AREA, DISASTER ASSISTANCE FUNDING AND AS OTHERWISE SPECIFIEDIN THE RFP DOCUMENT	**UNIT OF MEASURE**	**UNIT PRICE**
COMPONENT SERVICES		
Mobilization and demobilization	(lump sum)	$0.00
Collect Vegetative Debris from public or private property and transport to DMS or final disposal location. Screening for Animal Carcasses, HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process.		
(0-15 miles)	Cubic Yard	$10.48
(15 – 30 miles)	Cubic Yard	$10.98
(>30 miles)	Per Mile over 30 Miles, Per Cubic Yard.	$0.22

Collect Construction and Demolition Debris (C&D) (including white goods not requiring Freon removal) from public or private property and transport to DMS or final disposal location. Screening for Animal Carcasses, HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process.		
0-15 miles	Cubic Yard	$10.98
15-30 miles	Cubic Yard	$11.98
>30 miles	Per Mile over 30 Miles, Per Cubic Yard.	$0.22
Management of DMS and Processing (Reduction) of Vegetative Debris (including stumps).	Cubic Yard	$4.48
Management of DMS and Processing (reduction, separation, recycling etc.) of Construction and Demolition Debris (C&D) (including white goods not requiring Freon removal).	Cubic Yard	$3.48
Haul-Out of Reduced or Unreduced Debris from DMS to Final Disposal Site.		
(0-15 miles)	Cubic Yard	$4.48
(15 - 30 miles)	Cubic Yard	$5.98
(>30 miles)	Per Mile over 30 Miles, Per Cubic Yard.	$0.19
Disposal at Contractor's Final Disposal Site		
• Vegetative Debris (reduced)	Cubic Yard	$10.00
• Vegetative Debris (un-reduced)	Cubic Yard	$8.20
• Processed construction and Demolition (C&D) (including white goods not requiring or already processed for Freon removal)	Cubic Yard	$12.00
• Unprocessed Construction and Demolition (C&D) (including white goods not requiring or already processed for Freon removal)	Cubic Yard	$12.25
• Animal Carcasses	Carcass	$1.99

White Goods Freon processing	Piece	$39.00
Hazardous Stump Extraction and Transportation to a DMS. Screening for Animal Carcasses, HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process.		
< 24” (Treated as Normal Vegetative Debris, no per tree removal cost is applicable)	Not applicable	<24” and/or stumps less than 50% uprooted. Cost per inch of stump diameter. Includes stump and surface roots.
24”- 36”	Per Stump	$155.00
36” – 48”	Per Stump	$195.00
48” – 72”	Per Stump	$235.00
72” +	Per Stump	$275.00
Hazardous Stump Extraction and Transportation to a final disposal location in Miami-Dade County, Florida, which shall be specified by the City. Tipping fee shall be a direct pass through expense to the City. Screening for Animal Carcasses, HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process.		
< 24” (Treated as Normal Vegetative Debris, no per tree removal cost is applicable)	Not applicable	As Per Vegetative Debris cubic yard rate – no extra charge for this item.
24”- 36”	Per Stump	$175.00
36” – 48”	Per Stump	$215.00
48” – 72”	Per Stump	$255.00
72” +	Per Stump	$295.00
Stump hole filling (process and material.)	Cubic Yard of Fill	$27.50
Hanging Tree Limb Removal (2” or greater in diameter)	Per Tree	$89.00

Remove Hazardous Trees with attached stumps if root balls are exposed more than 50%. All debris is to then be considered as normal debris. Screening for Animal Carcasses, HW and HHW, Infectious Waste and CBRN Waste shall be performed during the removal process.		
0" – 12" diameter (no per tree removal cost is applicable. Treat the debris as normal Vegetative Debris)	Not applicable	As Per Vegetative Debris cubic yard rate
13" to 24" diameter	Per Tree	$150.00
25" to 48" diameter	Per Tree	$220.00
49" to 72" diameter	Per Tree	$300.00
> 72" diameter	Per Tree	$350.00
Flush cut Hazardous Trees with root balls exposed less than 50%. All debris is to then be considered as normal debris. Screening for Animal Carcasses, HW and HHW, Infectious Waste and CBRN Waste shall be performed during the removal process.		
0" – 12" diameter (no per tree removal cost Is applicable. Treat the debris as normal Vegetative Debris)	Not applicable	As Per Vegetative Debris cubic yard rate
13" to 24" diameter	Per Tree	$125.00
25" to 48" diameter	Per Tree	$165.00
49" to 72" diameter	Per Tree	$235.00
> 72" diameter	Per Tree	$285.00
Demolition of Structures. Screening for Animal Carcasses, HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process.	Square Foot of structure	$3.45
Animal Carcass Removal and Disposal	Carcass	$0.98
Hazardous Waste and Household Hazardous Waste Collection, Clean-up and Disposal		
	Per 5 gallon	$187.65
	Per Cubic Yard	$595.00

Infectious Waste Clean-up and Disposal		
	Per 5 gallon	$398.00
	Per Cubic Yard	$895.00
CBRN Waste Clean-up and Disposal		
	Per 5 gallon	$516.04
	Per Cubic Yard	$1,194.00
Debris removal from Canals/Waterways requiring the use of a boat or barge. Collect vegetative and/or Construction and Demolition (C&D) debris from canals/waterways and adjacent banks inaccessible from land and transport to DMS or final disposal location. Screening for Animal Carcasses HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process.	Cost per cubic yard	$89.00

CONSOLIDATED ALL INCLUSIVE SERVICES		
DESCRIPTION OF SERVICE	**UNIT OF MEASURE**	**UNIT PRICE**
Consolidated Service # 1 - As directed by the City as to location of work area, disaster assistance funding and as otherwise specified in the RFP document:		
• The Contractor shall collect and haul vegetative debris and animal carcasses to DMS, reduce or otherwise process debris, haul debris to final disposal and dispose of debris in the Contractors final disposal location. Screening for HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process. • The Contractor shall extract and provide any necessary extraordinary transport for all hazardous uprooted stumps inclusive of stump hole filling. (Inclusive of debris removal as described herein.) • The Contractor shall remove all hanging tree limbs (2" or greater in diameter) from trees. Inclusive of debris removal as described herein. (Inclusive of debris removal as described herein.) • The Contractor shall remove all hazardous trees. Stumps with root balls exposed more than 50% as associated with these hazardous trees shall also be removed. (Inclusive of debris removal as described herein.) • The Contractor's service shall include all related expenses including, but not limited to, contract administration, technical assistance to the City, personnel training and certification, (DMS) management, services for security, safety and traffic management, and associated actions necessary for implementation of debris management operations by the Contractor as defined in the agreement.	Per Cubic Yard of debris generated from all delineated activities and delivered to the DMS.	$27.99
• **Consolidated Service 1a -** As a component of Consolidated Service #1, the Contractor shall also provide debris processing, (DMS) management, debris reduction, and debris haul out and disposal for vegetative debris and animal carcasses delivered to the DMS by the City or other City authorized sources.	Per Cubic Yard of debris generated from all delineated activities and delivered to the DMS.	$27.99

Consolidated service # 2a - As directed by the City as to location of work area, disaster assistance funding and as otherwise specified in the RFP document:		
The Contractor shall collect and haul all C&D debris and all white goods (including Freon processing) to DMS, process debris, haul debris to final disposal and dispose of debris in the Contractors final disposal location	Per Cubic Yard of debris generated from all delineated activities and delivered to the DMS.	$29.99
Consolidated service # 2b - As directed by the City as to location of work area, disaster assistance funding and as otherwise specified in the RFP document:		
The Contractor shall also provide debris processing, (DMS) management, debris reduction, and debris haul out and disposal for C&D debris, all white goods (including Freon processing) and Animal Carcasses delivered to the DMS by the City or other City authorized sources.	Per Cubic Yard of debris generated from all delineated activities and delivered to the DMS.	$7.98

Consolidated service # 3 - As directed by the City as to location of work area, disaster assistance funding and as otherwise specified in the RFP. document:		
• The Contractor shall collect and haul vegetative debris, C&D debris, animal carcasses and all white goods (including Freon processing), and Animal Carcasses directly to a final disposal location in Miami-Dade County, Florida, which shall be specified by the City. Tipping fee shall be a direct pass through expense to the City. Screening for HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process. • The Contractor shall extract and provide extraordinary transport for all hazardous uprooted stumps inclusive of stump hole filling. Inclusive of debris removal as described herein. • The Contractor shall remove all hanging tree limbs (2" or greater in diameter) from trees. Inclusive of debris removal as described herein. • The Contractor shall remove all hazardous trees. Stumps with root balls exposed more than 50% as associated with these hazardous trees shall also be removed. Inclusive of debris removal as described herein. • The Contractor's service shall include all related expenses including, but not limited to, contract administration, technical assistance to the City, personnel training and certification, safety and traffic management, and associated actions necessary for implementation of debris management operations by the Contractor as defined in the agreement.	Per Cubic Yard of debris generated from all delineated activities and delivered to the final disposal site.	$29.99

Consolidated service # 4a - As directed by the City as to location of work area, disaster assistance funding and as otherwise specified in the RFP document:		
The Contractor shall collect and haul all C&D debris, animal carcasses and all white goods (including Freon processing) to DMS, process debris, haul debris to final disposal and dispose of debris in the Contractors final disposal location.	Per Cubic Yard of debris generated from all delineated activities and delivered to the DMS.	$29.99
Consolidated service # 4b - As directed by the City as to location of work area, disaster assistance funding and as otherwise specified in the RFP document:		
The Contractor shall collect and haul all C&D debris, animal carcasses and all white goods (including Freon processing) to a final disposal location in Miami-Dade County, Florida, which shall be specified by the City. Tipping fee shall be a direct pass through expense to the City. Screening for HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process.	Per Cubic Yard of debris generated from all delineated activities and delivered to the final disposal site.	$19.99
Consolidated service # 5 - As directed by the City as to location of work area, disaster assistance funding and as otherwise specified in the RFP document:		
• The Contractor shall collect and haul vegetative debris (including stumps) and Animal Carcasses to DMS, reduce or otherwise process debris, haul debris to final disposal and dispose of debris in the Contractors final disposal location. Screening for HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process. • The Contractor's service shall include all related expenses including, but not limited to, contract administration, technical assistance to the City, personnel training and certification, (DMS) management, services for security, safety and traffic management, and associated actions necessary for implementation of debris management operations by the Contractor as defined in the agreement.	Per Cubic Yard of debris generated from all delineated activities and delivered to the DMS.	$18.99

RFP 2018-009 DISASTER DEBRIS REMOVAL SERVICES
SCHEDULE 3 – ADDITIONAL SERVICES SCHEDULE

Unit Prices shall include, but not be limited to, full compensation for labor, any and all equipment used, travel and related expenses and any and all other costs to the Proposer. The City will not pay and/or reimburse any additional costs including, but not limited to, travel, mileage, lodging, meals, and other travel and subsistence expenses. No overtime rates shall be paid by the City; unit prices shall include applicable overtime. Unit Prices shall remain fixed and firm for the initial three (3) year term of the contract. Prior to each renewal term of the resulting agreement, unit prices may be negotiated by the City with the Successful Proposer.

NOTE: Proposers are requested (but not required) to provide pricing for Additional Services as shown below. **Pricing for Additional Services will not be included in the Price Proposal Evaluation**. Proposers may provide additional services to the ones listed below. A unit price along with unit of measure and a description of the services must be included.

	UNIT OF MEASURE	UNIT PRICE
Abandoned Vehicle* Removal and disposal (FROM LAND) (including towing and processing). Screening for Animal Carcasses HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process. *** Boat trailer or open trailer; Box trailer; RV or BUS**	Vehicle	$185.00
Abandoned Vehicle* Removal and disposal (FROM WATER) (including towing and processing). Screening for Animal Carcasses HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process. ***Boat trailer or open trailer; Box trailer; RV or BUS**	Vehicle	$450.00
Boat removal, processing and disposal FROM LAND. Screening for Animal Carcasses HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process.	Cost per lineal foot	$68.00
Boat removal, processing and disposal FROM WATER. Screening for Animal Carcasses HW and HHW, Infectious Waste and CBRN Waste shall be performed during the collection process.	Cost per lineal foot	$115.00
Fire Suppression Support. Note: Type 6 Brush Truck (2 man crew) per day per vehicle	Per Vehicle	$1,950.00
Emergency potable water.	Cost per gallon	$4.95
Emergency delivery of ice.	Per Pound	$1.45
Temporary bathrooms, showers, kitchens and feeding locations.	50 person unit for one day	$14,200.00
	100 person unit for one day	$19,800.00
Temporary satellite communications.	Per Phone/day	$300.00
Provide labor and machinery for pumping and water relocation/removal for flood control. **Pump capacity of 110 gallons per minute with a 4" discharge.**	Per pump/hour	$2,495.00

Hose for pump operation.	Per 100 foot of hose.	$325.00
Sewer, culvert and catch basin cleaning.	Per structure	$225.00
Decontamination of buildings and facilities.	Per square foot of affected facility.	$4.98
Mold remediation.	Per square foot of affected facility.	$4.00
Modular Units for Continuity of Operations	Per Unit / Per Day	$750.00
Temporary Refrigeration Rental	Per Unit / Per Day	$400.00

Emergency power generation.								
				Amps at different available 3 ph, 4 wire voltages			**UNIT OF MEASURE**	**UNIT PRICE**
KW	KVA	Fuel Capacity	Run time	120/240v	120/208v	277/480v		
100	125	196 gal	26 hrs	301 Amps	347 Amps	150 Amps	Per Generator	$1,480.86
175	219	350 gal	28 hrs	527Amps	608 Amps	264 Amps	Per Generator	$2,344.13
240	300	379 gal	23 hrs	723 Amps	834 Amps	361 Amps	Per Generator	$3,243.43
320	400	479 gal	23 hrs	963 Amps	1112 Amps	482 Amps	Per Generator	$4,104.49

EXHIBIT F
INSURANCE CERTIFICATES

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 10/17/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Cobb Strecker Dunphy & Zimmermann
225 South Sixth Street
STE 1900
Minneapolis MN 55402

CONTACT NAME: Sarah Edwards
PHONE (A/C, No, Ext): 612-349-2407 FAX (A/C, No):
E-MAIL ADDRESS: sedwards@csdz.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Old Republic Insurance Company	24147
INSURER B : Westchester Fire Insurance Company	10030
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED CEREENVI
Ceres Environmental Services, Inc.
3825 85th Ave N
Brooklyn Park, MN 55443

COVERAGES **CERTIFICATE NUMBER:** 443957505 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			A5CG11261802	9/1/2018	9/1/2019	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
	X XCU						MED EXP (Any one person)	$ 10,000
	X Contr Liab						PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	POLICY X PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY			A5CA11261802	9/1/2018	9/1/2019	COMBINED SINGLE LIMIT (Ea accident)	$ 2,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
	X Comp $5,000 X Coll $5,000						Hired Auto Phy Damage	$ 50,000
B	X UMBRELLA LIAB X OCCUR			G46808848002	9/1/2018	9/1/2019	EACH OCCURRENCE	$ 10,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$ 10,000,000
	DED X RETENTION $ $0							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N	N / A		A5CW11261802	9/1/2018	9/1/2019	X PER STATUTE OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RFP 2018-009 Disaster Debris Removal Services

Additional Insured only if required by written contract with respect to General Liability, Automobile Liability and Umbrella/Excess Liability applies on a primary basis and the Insurance of the Additional Insured shall be Non-Contributory: City of Coral Gables

Waiver of Subrogation only if required by written contract with respect to General Liability, Automobile Liability, Workers Compensation and Umbrella/Excess Liability applies in favor of: Certificate Holder, Project Owner and Others as required by written contract.

See Attached...

CERTIFICATE HOLDER

City of Coral Gables
Insurance Compliance
P.O. Box 100085 - CE
Duluth GA 30096

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Rob Dahlin

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AGENCY CUSTOMER ID: CEREENVI

LOC #:

ADDITIONAL REMARKS SCHEDULE

AGENCY		NAMED INSURED
Cobb Strecker Dunphy & Zimmermann		Ceres Environmental Services, Inc. 3825 85th Ave N Brooklyn Park, MN 55443
POLICY NUMBER		
CARRIER	NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

The following supersedes the cancellation wording: Should any of the above described policies be cancelled before the expiration date, 30 Days written notice (10 Days for Non-Payment) will be delivered to the certificate holder.

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OLD REPUBLIC GENERAL INSURANCE CORPORATION

CANCELLATION OR NON-RENEWAL TO SPECIFIED PERSONS OR ORGANIZATIONS ENDORSEMENT

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

THIS ENDORSEMENT MODIFIES INSURANCE PROVIDED UNDER THE FOLLOWING:

BUSINESS AUTO COVERAGE FORM
COMMERCIAL GENERAL LIABILITY COVERAGE FORM PART
OWNERS AND CONTRACTORS PROTECTIVE LIABILITY COVERAGE
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART
RAILROAD PROTECTIVE LIABILITY COVERAGE PART

If we cancel or non-renew this policy for any reason other than non-payment, we will deliver notice of the cancellation or non-renewal to all Specified Persons or Organizations on file with us Thirty (30) days prior to the effective date of cancellation or non-renewal.

If we cancel this policy for non-payment, we will deliver notice of the cancellation to all Specified Persons or Organizations on file with us Ten (10) days prior to the effective date of cancellation.

If notice is mailed, proof of mailing will be sufficient proof of notice.

Named Insured	CERES ENVIRONMENTAL SERVICES, INC		
Policy Number	A-5CA-112618-02	Endorsement No.	000
Policy Period	09/01/2018 to 09/01/2019	Endorsement Effective Date:	09/01/2018
Producer's Name:	OLD REPUBLIC CONTRACTORS INSURANCE AGENCY, INC.		
Producer Number:	26C05		

AUTHORIZED REPRESENTATIVE

DATE

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US (WAIVER OF SUBROGATION)

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM
BUSINESS AUTO COVERAGE FORM
MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Named Insured: CERES ENVIRONMENTAL SERVICES, INC

Endorsement Effective Date: 09/01/2018

SCHEDULE

Name(s) Of Person(s) Or Organization(s):
WHERE REQUIRED BY AN EXECUTED WRITTEN CONTRACT

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The **Transfer Of Rights Of Recovery Against Others To Us** condition does not apply to the person(s) or organization(s) shown in the Schedule, but only to the extent that subrogation is waived prior to the "accident" or the "loss" under a contract with that person or organization.

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OLD REPUBLIC GENERAL INSURANCE CORPORATION

CANCELLATION OR NON-RENEWAL TO SPECIFIED PERSONS OR ORGANIZATIONS ENDORSEMENT

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

THIS ENDORSEMENT MODIFIES INSURANCE PROVIDED UNDER THE FOLLOWING:

BUSINESS AUTO COVERAGE FORM
COMMERCIAL GENERAL LIABILITY COVERAGE FORM PART
OWNERS AND CONTRACTORS PROTECTIVE LIABILITY COVERAGE
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART
RAILROAD PROTECTIVE LIABILITY COVERAGE PART

If we cancel or non-renew this policy for any reason other than non-payment, we will deliver notice of the cancellation or non-renewal to all Specified Persons or Organizations on file with us Thirty (30) days prior to the effective date of cancellation or non-renewal.

If we cancel this policy for non-payment, we will deliver notice of the cancellation to all Specified Persons or Organizations on file with us Ten (10) days prior to the effective date of cancellation.

If notice is mailed, proof of mailing will be sufficient proof of notice.

Named Insured	CERES ENVIRONMENTAL SERVICES, INC		
Policy Number	A-5CG-112618-02	Endorsement No.	000
Policy Period	09/01/2018 to 09/01/2019	Endorsement Effective Date:	09/01/2018
Producer's Name:	OLD REPUBLIC CONTRACTORS INSURANCE AGENCY, INC.		
Producer Number:	26C05		

AUTHORIZED REPRESENTATIVE

DATE

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

EARLIER NOTICE OF CANCELLATION PROVIDED BY US

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
LIQUOR LIABILITY COVERAGE PART
POLLUTION LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Number of Days' Notice 60

(If no entry appears above, information required to complete this Schedule will be shown in the Declarations as applicable to this endorsement.)

For any statutorily permitted reason other than nonpayment of premium, the number of days required for notice of cancellation, as provided in paragraph **2.** of either the CANCELLATION Common Policy Condition or as amended by an applicable state cancellation endorsement, is increased to the number of days shown in the Schedule above.

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OLD REPUBLIC GENERAL INSURANCE CORPORATION

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY

Cancellation or Non-Renewal to Specified Persons or Organizations Endorsement

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

THIS ENDORSEMENT MODIFIES INSURANCE PROVIDED UNDER THE FOLLOWING:

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE

If we cancel or non-renew this policy for any reason other than non-payment, we will deliver notice of the cancellation or non-renewal to all Specified Persons or Organizations on file with us (30) thirty days prior to the effective date of cancellation or non-renewal.

If we cancel this policy for non-payment, we will deliver notice of the cancellation to all Specified Persons or Organizations on file with us (10) ten days prior to the effective date of cancellation.

If notice is mailed, proof of mailing will be sufficient proof of notice.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location(s) Of Covered Operations
THE OWNER AND CONTRACTOR, IF REQUIRED BY THE TERMS OF A WRITTEN CONTRACT THAT WAS FULLY EXECUTED PRIOR TO THE DATE OF THE "OCCURRENCE", AND ANY OTHER PERSONS OR ENTITIES SPECIFICALLY REQUIRED BY, AND IDENTIFIED BY NAME, IN THAT SAME CONTRACT.	LOCATIONS AS REQUIRED BY AN EXECUTED WRITTEN CONTRACT.
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. **Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

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C. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or

2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

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POLICY NUMBER: A5CG112618-02

COMMERCIAL GENERAL LIABILITY CG 24 04 05 09

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE
Name Of Person Or Organization: where required by an executed written contract.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The following is added to Paragraph **8. Transfer Of Rights Of Recovery Against Others To Us** of **Section IV – Conditions:**

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard". This waiver applies only to the person or organization shown in the Schedule above.

OLD REPUBLIC GENERAL INSURANCE CORPORATION

CHANGES ADDITIONAL INSURED PRIMARY WORDING SCHEDULE

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

THIS ENDORSEMENT MODIFIES INSURANCE PROVIDED UNDER THE FOLLOWING:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

Name of Additional Insured Person(s) Or Organization(s):	**Location(s) of Covered Operations**
Where required by written contract.	

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The insurance provided by this endorsement is primary insurance and we will not seek contribution from any other insurance of a like kind available to the person or organization shown in the schedule above unless the other insurance is provided by a contractor other than the person or organization shown in the schedule above for the same operation and job location. If so, we will share with that other insurance by the method described in paragraph 4.c. of Section IV – Commercial General Liability Conditions.

All other terms and conditions remain unchanged.

Named Insured	CERES ENVIRONMENTAL SERVICES, INC		
Policy Number	A-5CG-112617-02	Endorsement No.	000
Policy Period	09/01/2018 to 09/01/2019	Endorsement Effective Date:	9/1/2018
Producer's Name:	OLD REPUBLIC CONTRACTORS INSURANCE AGENCY, INC.		
Producer Number:	7005		

AUTHORIZED REPRESENTATIVE

DATE

OLD REPUBLIC GENERAL INSURANCE CORPORATION

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

THIS ENDORSEMENT MODIFIES INSURANCE PROVIDED UNDER THE FOLLOWING:

WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY INSURANCE

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

WHEN REQUIRED BY WRITTEN CONTRACT.

The premium charge for this endorsement is $0.00

Named Insured	CERES ENVIRONMENTAL SERVICES, INC		
Policy Number	A-5CW-112618-02	Endorsement No.	000
Policy Period	09/01/2018 to 09/01/2019	Endorsement Effective Date:	09/01/2018
Producer's Name:	CSDZ, LLC		
Producer Number:	26C05		

AUTHORIZED REPRESENTATIVE

DATE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 10/10/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Cobb Strecker Dunphy & Zimmermann
225 South Sixth Street
STE 1900
Minneapolis MN 55402

CONTACT NAME: Sarah Edwards
PHONE (A/C, No, Ext): 612-349-2407 FAX (A/C, No):
E-MAIL ADDRESS: sedwards@csdz.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Old Republic Insurance Company	24147
INSURER B : Westchester Fire Insurance Company	10030
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED CEREENVI
Ceres Environmental Services, Inc.
3825 85th Ave N
Brooklyn Park, MN 55443

COVERAGES **CERTIFICATE NUMBER:** 948316088 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			A5CG11261802	9/1/2018	9/1/2019	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
	X XCU						MED EXP (Any one person)	$ 10,000
	X Contr Liab						PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	POLICY X PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY			A5CA11261802	9/1/2018	9/1/2019	COMBINED SINGLE LIMIT (Ea accident)	$ 2,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
	X Comp $5,000 / X Coll $5,000						Hired Auto Phy Damage	$ 50,000
B	X UMBRELLA LIAB X OCCUR			G46808848002	9/1/2018	9/1/2019	EACH OCCURRENCE	$ 10,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$ 10,000,000
	DED X RETENTION $ $0							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N: N	N / A		A5CW11261802	9/1/2018	9/1/2019	X PER STATUTE / OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RFP 2018-009 Disaster Debris Removal Services

Additional Insured only if required by written contract with respect to General Liability, Automobile Liability and Umbrella/Excess Liability applies on a primary basis and the Insurance of the Additional Insured shall be Non-Contributory: City of Coral Gables

Waiver of Subrogation only if required by written contract with respect to General Liability, Automobile Liability, Workers Compensation and Umbrella/Excess Liability applies in favor of: Certificate Holder, Project Owner and Others as required by written contract.

See Attached...

CERTIFICATE HOLDER

City of Coral Gables
Insurance Compliance
P.O. Box 100085 - CE
Duluth GA 30096

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Rob Dahlin

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AGENCY CUSTOMER ID: CEREENVI

LOC #:

ADDITIONAL REMARKS SCHEDULE

AGENCY		NAMED INSURED
Cobb Strecker Dunphy & Zimmermann		Ceres Environmental Services, Inc. 3825 85th Ave N Brooklyn Park, MN 55443
POLICY NUMBER		
CARRIER	NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

The following supersedes the cancellation wording: Should any of the above described policies be cancelled before the expiration date, 30 Days written notice (10 Days for Non-Payment) will be delivered to the certificate holder.

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From: Mail-Server@csr24.email
To: cityofcoralgables cityofcoralgables@Ebix.com
CC:
Subject: Proof of Insurance for City of Coral Gables
Date: 10/10/2018 2:16:42 PM
Attachment(s):

Please see attached for requested certificate. Please contact us with any questions. Cobb Strecker Dunphy & Zimmermann Hours: 8:00am - 4:30pm Phone: 612-349-2400 http://www.csdz.com

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US (WAIVER OF SUBROGATION)

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM
BUSINESS AUTO COVERAGE FORM
MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Named Insured: CERES ENVIRONMENTAL SERVICES, INC

Endorsement Effective Date: 09/01/2018

SCHEDULE

Name(s) Of Person(s) Or Organization(s):
WHERE REQUIRED BY AN EXECUTED WRITTEN CONTRACT

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The **Transfer Of Rights Of Recovery Against Others To Us** condition does not apply to the person(s) or organization(s) shown in the Schedule, but only to the extent that subrogation is waived prior to the "accident" or the "loss" under a contract with that person or organization.

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EXHIBIT G
SAMPLE NOTICE TO PROCEED (NTP)

DISASTER DEBRIS REMOVAL SERVICES

Notice to Proceed (NTP) No. _____

This Notice to Proceed (NTP) is issued between the City of Coral Gables and (PROFESSIONAL) as required pursuant to the Professional Services Agreement for Disaster Debris Removal Services (RFP 2018-001).

This Task Authorization provides for services in accordance with Exhibit "A" of the Agreement and further detailed in the Scope of Work below.

The not-to-exceed amount for this NTP is $_____; exceeding this amount is at the Professional's risk (in accordance with 2 CFR §200.318 (j)).

Time is of the essence and work for this Task Authorization must be completed prior to _____.

SCOPE OF WORK:
_____
_____
_____
_____

EXHIBIT H
2 C.F.R. s. 200.317 – s.200.326

ELECTRONIC CODE OF FEDERAL REGULATIONS

e-CFR data is current as of July 6, 2018

Title 2: Grants and Agreements
PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS
Subpart D—Post Federal Award Requirements

PROCUREMENT STANDARDS

§200.317 Procurements by states.

When procuring property and services under a Federal award, a state must follow the same policies and procedures it uses for procurements from its non-Federal funds. The state will comply with §200.322 Procurement of recovered *materials* and ensure that every purchase order or other contract includes any clauses required by section §200.326 Contract provisions. All other non-Federal entities, including subrecipients of a state, will follow §§200.318 General procurement standards through 200.326 Contract provisions.

§200.318 General procurement standards.

(a) The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this part.

(b) Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

(c)(1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

(2) If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

(d) The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

(e) To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.

(f) The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

(g) The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

(h) The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as

contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also §200.213 Suspension and debarment.

(i) The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(j)(1) The non-Federal entity may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to a non-Federal entity is the sum of:

(i) The actual cost of materials; and

(ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

(2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

(k) The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014; 80 FR 43309, July 22, 2015]

§200.319 Competition.

(a) All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

(1) Placing unreasonable requirements on firms in order for them to qualify to do business;

(2) Requiring unnecessary experience and excessive bonding;

(3) Noncompetitive pricing practices between firms or between affiliated companies;

(4) Noncompetitive contracts to consultants that are on retainer contracts;

(5) Organizational conflicts of interest;

(6) Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and

(7) Any arbitrary action in the procurement process.

(b) The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

(c) The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

(1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

(2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

(d) The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]

§200.320 Methods of procurement to be followed.

The non-Federal entity must use one of the following methods of procurement.

(a) Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (§200.67 Micro-purchase). To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.

(b) Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

(c) Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.

(1) In order for sealed bidding to be feasible, the following conditions should be present:

(i) A complete, adequate, and realistic specification or purchase description is available;

(ii) Two or more responsible bidders are willing and able to compete effectively for the business; and

(iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(2) If sealed bids are used, the following requirements apply:

(i) Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;

(ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

(iii) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;

(iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

(v) Any or all bids may be rejected if there is a sound documented reason.

(d) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

(1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;

(2) Proposals must be solicited from an adequate number of qualified sources;

(3) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;

(4) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

(5) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified

competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

(e) [Reserved]

(f) Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

(1) The item is available only from a single source;

(2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

(3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or

(4) After solicitation of a number of sources, competition is determined inadequate.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014; 80 FR 54409, Sept. 10, 2015]

§200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

(1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

(2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

(3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

(6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

§200.322 Procurement of recovered materials.

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]

§200.323 Contract cost and price.

(a) The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.

(b) The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

(c) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under Subpart E—Cost Principles of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.

(d) The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

§200.324 Federal awarding agency or pass-through entity review.

(a) The non-Federal entity must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

(b) The non-Federal entity must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

(1) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part;

(2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;

(3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a “brand name” product;

(4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or

(5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

(c) The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.

(1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third party contracts are awarded on a regular basis;

(2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

§200.325 Bonding requirements.

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

(a) A bid guarantee from each bidder equivalent to five percent of the bid price. The “bid guarantee” must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

(b) A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

(c) A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

§200.326 Contract provisions.

The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

Need assistance?

EXHIBIT I
PERFORMANCE AND PAYMENT BOND

Refer to Paragraph 37.1 of the PSA

A bond will be posted upon issuance of a Notice to Proceed (NTP) or Purchase Order and shall be a sum equal to one hundred percent (100%) of the contract amount (as indicated on the NTP or PO), plus adjustments thereto, unless otherwise specified.