

**RFP 2023-04 Declared Emergency Meal Service  
INSTRUCTIONS TO PROPOSERS**

**Instructions to Proposers**

Proposers interested in the Work are instructed to submit three (3) original hard copy and one (1) electronic copy (USB flash drive) of its complete proposal in accordance with this RFP, no later than **April 17, 2023, at 3:00 PM., Eastern Time** unless otherwise changed through an addendum to this RFP, to the County Coordinator's Office at 1484 S. Jefferson St., Monticello, FL 32344. Proposals received after this date and time will not be considered and will be returned unopened. The USB flash drive will not be returned. Cost proposal must be submitted separately.

All Proposals and all attachments must be bound and delivered **SEALED** to the County at the address shown below no later than the time and date set for receipt of Bids. Deliver OR mail the Bid in a sealed envelope/package to:

**JEFFERSON COUNTY COORDINATOR'S OFFICE  
ATTN: RFP # 2023-04  
SHANNON METTY  
1484 S. JEFFERSON ST.  
MONTICELLO, FL 32344**

The front lower left corner of each **SEALED** envelope/package must contain the following information for proper identification:

<p><b>Debris Removal Services RFP # 2023-04</b> Attention: Shannon Metty <b>DUE NO LATER THAN: April 17, 2023, at 3:00 PM, EST</b></p>
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1. Include name and address of Proposer on each sealed envelope/package.
2. If Proposal is contained in multiple packages, number each sealed package sequentially, i.e., "1 of 3", "2 of 3", "3 of 3".
3. Cost proposal envelope/package must be labeled in the same manner as above and clearly identified as such, in a separate sealed envelope/package.

All Proposals received will be recorded and date stamped at the Jefferson County office located at 1484 S. Jefferson St., Monticello, FL 32344.

Submission of Proposals by fax or other electronic means will not be accepted. Any proposals received after the stated time and date will not be considered. Late proposals will not be opened at the public opening. Arrangements may be made for the unopened proposals to be returned at the Proposer's request and expense.

Proposals may be withdrawn or modified only by written notification from the Proposer prior to the time fixed for the opening of Proposals. Negligence on the part of the Proposer in preparing the Proposal confers no right for withdrawal of the Proposal after it has been opened.

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**Proposal Must Address:**

The Proposal must address the requirements in a clear and concise manner in the order stated herein. Proposals must be divided as described below and must include the information/documents specified in the applicable tab. Proposals that do not adhere to the following format or include the requested information/documents may be considered incomplete and therefore unresponsive by the County.

The County reserves the right to seek additional/supplemental representation on specific issues as needed.

Proposals should be typed. **No changes in or corrections to Proposals will be allowed after the Proposals are opened.**

The signer of the Proposal must declare that the Proposal in all respects fair and in good faith without collusion or fraud and that the signer of the Proposal has the authority to bind the principal Proposer.

The County will not be liable for any costs incurred by Proposer prior to entering a contract. Therefore, all Proposers are encouraged to provide a simple, straightforward, and concise description of their ability to meet the RFP requirements.

**PROPOSAL CONSTRUCTION**

Proposer will construct its Proposal in the following format as outlined and a divider must separate each tab as prescribed.

**TAB 1 – PROPOSAL TRANSMITTAL FORM ON THE FIRMS LETTERHEAD (FORM NO. 1)**

All signatures must be by an individual with authority to legally bind the Proposer, witnessed, and corporate and/or notary seal (as applicable.) If the individual signing the Proposal Transmittal Form does not have apparent authority to legally bind the Proposer, attach documentation demonstrating such authority. The corporate or mailing address must match the company information as it is listed on the Florida Department of State Division of Corporations. Attach a copy of the webpage(s) from <http://www.sunbiz.org> as certification of this required information. Verify that all addenda and tax identification number have been provided.

**TAB 2 – EXECUTIVE SUMMARY AND QUALIFICATION APPLICATION (FORM NO. 2)**

***This summary should be no more than three (3), front and back, pages.*** Include Form No. 2, Qualification Application and Questionnaire. The proposing firm must provide information indicative of experience on other projects of similar complexity that demonstrate successful and reliable experience in past performance within the last seven (7) years as related to this Proposal.

**TAB 3 – LETTERS OF REFERENCE (FORM NO. 3)**

Include three reference letters from similarly situated communities or local governments dated 2016 or later. Letters must be on the entities letterhead and signed by an authorized official and include a brief description of the project and results, date of the project and name of contact

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person, e-mail, and phone number.

**TAB 4 – KEY STAFF**

Include a summary of leadership and key staff, their role and experience that will be assigned to work with the County. Include behind the summary a resume of each staff listed in the summary with relevant information to the services be requested (limit one page, front and back, per person). Provide an organizational chart, resumes, and summary of staff qualifications. Demonstrate current capacity and current expertise in debris removal, solid waste and hazardous waste management and disposal. Respondent shall document knowledge and experience of personnel with Federal, State and local emergency management agencies, programs, funding sources and reimbursement processes. Provide the name and location of the proposed:

- a. Closest office
- b. Principal in charge
- c. Local On Project Manager
- d. Data Collection Manager

**TAB 5 – TECHNICAL PROPOSAL**

Provide a description of the Proposer's approach to the project including implementation of the RFP Scope of Services, commitment to providing necessary resources, demonstrated knowledge of FEMA procedures and reimbursement guidelines.

**TAB 6 – CAPACITY**

Capacity to perform services timely for the County is critical and could be impacted by other obligations firms may have in the general area. Provide a listing of all active or pre-event debris contracts with cities, counties, or other entities. Provide current obligations of Respondent, including time schedules and staff committed.

**TAB 7 – COST PROPOSAL (FORM NO. 16)**

Each Proposer must complete and submit the Cost Proposal Form set forth in Form No. 16.

**TAB 8 – REQUIRED FORMS DOCUMENTS AND CERTIFICATIONS**

The following forms must be fully filled out and signed by a person with authority to bind the Proposer:

- Form No. 4 Indemnification and Hold Harmless Statement
- Form No. 5 Public Entity Crimes Sworn Statement
- Form No. 6 Equal Employment Opportunity/Affirmative Action Statement
- Form No. 7 Drug Free Workplace Certification
- Form No. 8 Conflicts of Interest Disclosure Form No. 9 Non-Collusion Affidavit
- Form No. 10 Ethics Clause & Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements
- Form No. 11 List of Proposed Sub-Contractors
- Form No. 12 Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions
- Form No. 13 E-Verify Certification

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Form No. 14 Insurance Certification

Form No. 15 Comments on Proposed Contract

**Please note any concerns with the proposed contract on Form No. 15.** Any comments that are included on this form regarding the contract documents will be forwarded to the legal department for review. The County's acceptance of comments does not guarantee any revision to the contract documents. Comments not included on this form **WILL NOT** be considered. Please indicate NONE or Not Applicable (N/A) if there are no comments on the proposed contract documents.