

**REQUEST FOR PROPOSALS (RFP)**  
**PRE-DISASTER CONTRACT FOR DEBRIS MANAGEMENT AND REMOVAL**  
**BEAUFORT COUNTY, NORTH CAROLINA**



**RFP Issue Date:** Thursday, May 8<sup>th</sup>, 2025  
**Last Day for Questions:** Monday, June 9<sup>th</sup>, 2025  
**Proposals Due:** Friday, June 14<sup>th</sup>, 2025 at 2:00pm

**Questions Regarding Proposal Package**

Hollie Jones  
Purchasing Officer  
Ph: 252-946-7721 ext. 1080  
Email: [hollie.jones@beaufortcountync.gov](mailto:hollie.jones@beaufortcountync.gov)

**Technical Questions Regarding RFP**

David (DC) Linton  
Operations Chief of Fire & EM  
Ph: 252-940-6511  
Email: [david.linton@beaufortcountync.gov](mailto:david.linton@beaufortcountync.gov)

## **PURPOSE**

Beaufort County, North Carolina (hereafter referred to as “the OWNER”) is seeking proposals from qualified contractors to establish a pre-disaster contract for debris management and removal services. The purpose of this contract is to ensure the County has a reliable and efficient contractor in place to facilitate debris clearance, transportation, processing, and disposal in the event of a natural or man-made disaster.

The purpose of this contract is to secure a pre-event agreement to expedite debris clearance, removal, processing, and disposal following a disaster. This contract is not exclusive and may be utilized in conjunction with federal, state, and local response agencies. All services performed under this contract must comply with Federal Emergency Management Agency (FEMA) regulations, North Carolina state laws, and County policies.

## **SCOPE OF SERVICES**

The selected contractor(s) shall provide the following services:

### 1. Debris Clearance and Removal

- Removal of debris from public rights-of-way, County-owned properties, and designated areas.
- Emergency road clearance for public safety and emergency response.
- Sorting and separation of debris into appropriate categories (vegetative, construction and demolition, hazardous materials, white goods, etc.).

### 2. Debris Processing and Disposal

- Transportation of debris to approved Temporary Debris Storage and Reduction Sites (TDSRS) or final disposal sites.
- Volume reduction of debris via grinding, chipping, or burning (as permitted by regulations).
- Final disposal of all debris in accordance with federal, state, and local environmental laws.

### 3. Hazardous and Special Waste Handling

The contractor must be equipped and certified to properly manage and dispose of hazardous materials and special waste, including but not limited to:

- Household Hazardous Waste (HHW):
  - Paints, solvents, cleaning chemicals, pesticides, and fertilizers.
  - Fuel, oil, and other flammable substances.
- Electronic Waste (E-Waste):
  - Computers, televisions, batteries, and other electronics containing hazardous components.
- Asbestos and Lead-Containing Materials:
  - Proper containment and disposal of building materials that may pose health risks.
- Biological and Medical Waste:
  - Handling and disposal of contaminated debris, including biohazardous materials.
- Special Handling Requirements:
  - Contractors must follow all applicable regulations (EPA, OSHA, North Carolina DEQ).
  - Documentation of hazardous waste disposal must be provided for compliance with FEMA and environmental agencies.

#### 4. Demolition and Site Restoration:

- Demolition of structures is deemed unsafe or beyond repair.
- Site restoration and cleanup.

## **CONTRACTOR REQUIREMENTS**

### 1. Response Time

- Mobilization within 24 hours of receiving a Notice to Proceed (NTP).
- Full operational capacity within 72 hours of NTP.

### 2. Equipment and Vehicle Labeling

- All contractor trucks and transport vehicles must be clearly labeled with their maximum tonnage capacity in cubic feet.
- Vehicles must be weighed and documented before and after debris transport to ensure accurate volume reporting.

### 3. Fee Schedule

Contractors must provide a detailed, itemized fee schedule that includes:

- Personnel rates (by position and hourly rate).
- Equipment rates (by type, size, and hourly/daily rate).
- Travel and lodging costs per person (if applicable).
- Per ton/cubic yard cost for debris collection, processing, and disposal.

### 4. Compliance and Certifications

- E-Verify certification for all employees.
- Compliance with all federal, state, and local regulations.
- Experience with FEMA debris management guidelines and reimbursement processes.
- Certified hazardous waste handling credentials for any contractor handling special waste materials.

### 5. Subcontracting

- Contractors must provide a list of any proposed subcontractors and their qualifications.
- Subcontractors must meet the same compliance, insurance, and certification requirements as the primary contractor.

## **PROPOSAL SUBMISSION REQUIREMENTS**

All proposals must include:

### 1. Company Information

- Legal name, address, and contact details.
- Overview of experience in disaster debris management.
- List of key personnel and their qualifications.

### 2. Approach and Methodology

- Description of mobilization and execution of services.
- Plan for sorting and disposal of hazardous and non-hazardous debris.

**3. References**

- At least three (3) references from similar contracts.

**4. Pricing and Fee Schedule**

- Detailed pricing structure as outlined in Section III.

**5. Compliance Documentation**

- Proof of insurance, E-Verify certification, and applicable licenses.

**EVALUATION CRITERIA**

Proposals will be evaluated based on the following criteria:

<b>Criteria</b>	<b>Weight (%)</b>
Experience & Past Performance	30%
Technical & Operational Approach	25%
Pricing & Fee Schedule	20%
Personnel & Staffing Plan	15%
Compliance & Certifications	10%

**SELECTION CRITERIA**

Proposals will be evaluated based on the following criteria:

- Experience with similar contracts (30%)
- Proposed methodology and approach (20%)
- Pricing and fee schedule (30%)
- Compliance with insurance and regulatory requirements (10%)
- References and past performance (10%)

## **SUBMISSION DEADLINE & CONTACT INFORMATION**

### **Proposal Deadline: June 13<sup>th</sup>, 2025**

#### Submission Format:

Firms or companies desiring to provide services, as described in the Scope of Work, shall submit sealed proposals with original, three (3) complete copies clearly marked '**RFP for Debris Management and Removal**', no later than 2:00 p.m., Friday, June 13, 2025, to Hollie Jones, Purchasing Officer, Beaufort County Finance, 132 W. 2<sup>nd</sup> Street, Washington, NC 27889.

Offers by telephone or email shall not be accepted. Also, applicants are instructed NOT to fax their proposal. Faxed proposals shall be rejected as non-responsive regardless of where the fax is received.

Applicants are cautioned that they are responsible for delivery to the specific location cited above. Therefore, if your bid, proposal, or quotation is delivered by an express mail carrier or by any other means, it is your responsibility to ensure delivery to the above address. This office will not be responsible for deliveries made to any place other than the specified address. It is the sole responsibility of the bidder to ensure that his or her proposal reaches the County on time. The OWNER shall not be responsible for late deliveries or mail delays. All proposals will be opened publicly.

## **TERMS AND CONDITIONS**

1. The OWNER reserves the right to accept or reject any or all proposals, with or without cause, to waive technicalities, or to accept the proposal which, in its sole judgment, best serves the interest of the OWNER, or to award a contract to the next most qualified applicant if a successful applicant does not execute a contract within thirty (30) days after approval of the selection by the OWNER.

The OWNER reserves the right, and has absolute and sole discretion, to cancel a solicitation at any time prior to approval of the award by the OWNER.

2. The OWNER reserves the right to request clarification of information submitted and to request additional information about one or more applicants.

3. Any proposal may be withdrawn by the date and time set above for the submission of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer, for a

period of ninety (90) days, to provide the OWNER with the services set forth in this Request for Proposals, or until one or more of the proposals have been awarded.

4. Proposals shall be sealed, and applicants should indicate in their proposal the following:

- Date of Award – 6:30 p.m., July 7th, 2025
- Name and Address of Applicant

5. Costs of preparation of a response to this request for proposals are solely those of the applicant. The OWNER assumes no responsibility for any such costs incurred by the applicant. The applicant also agrees that the OWNER bears no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.

6. The applicant receiving the award will obtain or possess the following insurance coverage and will provide Certificates of Insurance to the OWNER to verify such coverage.

- A. Workers' Compensation – In accordance with statutory requirements.
- B. Commercial General Liability - The vendor shall provide coverage for all operations including, but not limited to, Contractual, Products and Completed Operations, and Personal Injury. With a limit of \$500,000 of each occurrence.
- C. Business Automobile Liability - The vendor shall provide coverage for all owned, non-owned and hired vehicles with limits of not less than \$1,000,000.00, per occurrence, Combined Single Limits (CSL) or its equivalent.
- D. Professional Liability (Errors & Omissions) - The vendor shall provide coverage for all claims arising out of the services performed with limits of not less than \$1,000,000.00 per claim. The aggregate limit shall either apply separately to this contract or shall be at least twice the required per claim limit.

7. The VENDOR awarded this contract must maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least five (5) years after completion of the latter of final grant closeout or final audit by OIG of any project work performed under contract resulting from this RFP. The OWNER shall have access to all records, documents and information collected and/or maintained by others during the administration of the agreement. This information shall be made accessible at the awardees' place of business to the OWNER, including the County Clerk's Office and/or its designees, for purposes of inspection, reproduction, and audit without restriction.

8. The OWNER/VENDOR shall follow the FEMA non-discrimination clause, stating that the OWNER/VENDOR shall not discriminate against employees or applicants based on race, color, religion, sex, national origin, age, disability, or other protected characteristics, and to take affirmative action to ensure equal opportunities.

9. It is the intent of the OWNER to enter a THREE (3) year term contract, with a renewal clause for two (2) additional one (1) year renewal terms for services as described herein.

Beaufort County reserves the right to negotiate terms, request additional information, or reject any and all proposals if deemed in the best interest of the County.

Beaufort County Emergency Management  
1420 Highland Dr.  
Washington, NC 27889

Questions & Clarifications: All questions must be submitted via email to [hollie.jones@beaufortcountync.gov](mailto:hollie.jones@beaufortcountync.gov) **no later than Monday, June 9<sup>th</sup>, 2025.**

## **HUB**

The Office of Historically Underutilize Businesses (HUB) promotes full and equal access to business opportunities with the State of North Carolina. HUB firms which include minority-owned and women-owned businesses, disadvantaged-owned businesses, and disabled-owned businesses as well as other responsible vendors shall have a fair and reasonable opportunity to participate in state business opportunities.

Prime suppliers and contractors should support the HUB Office Program by actively engaging minority, women, disadvantaged and disabled businesses as subcontractors for goods and services to the extent available. The County and State's utilization goal are 10%. *Minority and women-owned businesses are encouraged to submit a proposal.*

**Beaufort County thanks you for your interest in providing these critical disaster response services.**

### Attachment A

#### Acknowledgement of Amendment(s)

Issue Date:

*Pursuant to Section 2.2.5 of the Request for Proposals, this addendum is being issued to provide clarification to specifications of the bid following questions from potential bidders. The Proposer must acknowledge receipt of this addendum (Attachment A) for the Proposal to be deemed acceptable. No consideration will be allowed due to any potential Proposer not being aware of or familiar with this addendum. This addendum shall form part of the RFP and is to be read, interpreted, and coordinated with all other parts.*

The following form shall be completed and included in the bid submission.

Failure to acknowledge receipt of all amendments may cause the bid to be considered non-responsive to the solicitation. Acknowledged receipt of each amendment must be clearly established and included with the bid.

The undersigned acknowledges receipt of the following amendments to the documents:

**Amendment No.** \_\_\_\_\_, **Dated** \_\_\_\_\_

**Amendment No.** \_\_\_\_\_, **Dated** \_\_\_\_\_

**Amendment No.** \_\_\_\_\_, **Dated** \_\_\_\_\_

Contractor Name: \_\_\_\_\_

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

\_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_