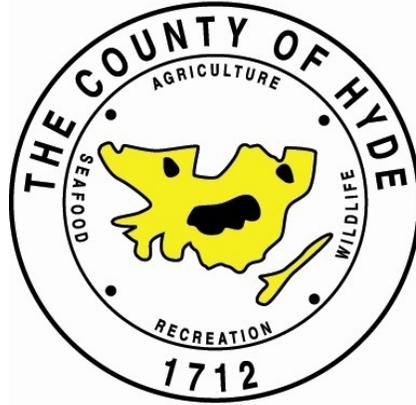


**REQUEST FOR PROPOSAL**  
**FOR**  
**DEBRIS MONITORING AND RECOVERY SERVICES**



**COUNTY COMMISSIONERS**

**BARRY SWINDELL, CHAIRMAN**

**EARL PUGH, VICE-CHAIRMAN**

**JOHN FLETCHER**

**DICK TUNNELL**

**BENJAMIN SIMMONS III**

**BILL RICH, COUNTY MANAGER**

**REQUEST FOR PROPOSAL FOR  
DEBRIS MONITORING AND RECOVERY SERVICES**

County of Hyde, hereinafter called “County”, in order to deal with a major storm, disaster, (Tornado, Flood, Hurricane) or other event, will receive professional service proposals for a pre-event contract for Debris Monitoring and Recovery Services. The County will accept proposals from qualified contractors with experience in disaster management and debris monitoring services and the preparation, response, recovery, and mitigation phases of any emergency situation or disaster.

All payments under the contract resulting from this Request for Proposal (RFP) shall be made only for services requested and approved by the County. No work effort will begin without written authorization (Notice to Proceed) from the County. There shall be no retainer paid in order to keep the Contract in effect.

**Please submit Proposals in the following form:**

<b><u>Submittal:</u></b>	<b><u>Weight in Evaluation:</u></b>
<b>Experience:</b> A narrative describing experience and qualifications in large scale debris contracting situations or federally declared disasters, with supporting data to include jobs completed and references complete with contact information.	25%
<b>Technical Capabilities:</b> A narrative describing your firm’s approach to debris management, debris monitoring, disaster logistics, safety, planning, County staff training, County staff augmentation, project management, technical support for reimbursement procedures, debris management plans, solid waste licensing, and assistance in developing public information regarding recovery efforts.	15%
<b>References:</b> A list of all current contracts and also debris monitoring experience for the past ten years. Please include customer contact information.	10%
<b>Equipment:</b> A listing of equipment/software owned by your firm and dedicated to debris monitoring and recovery services. Please do not list rented or leased equipment or equipment owned by others (including subcontractors). Include proof of equipment ownership.	20%

<b>Reasonableness of Price:</b> Completed Fee Schedule should be attached.	20%
<b>Vendor Questionnaire:</b> Completed Vendor Questionnaire attached.	10%
<b>Insurance Certificate</b>	Pass/Fail
<b>Bid Bond</b>	Pass/Fail
<b>Bond Certificate</b>	Pass/Fail

**NOTES:**

The County reserves the right to reject any or all proposals and waive minor irregularities in the evaluation procedures. The County reserves the right to negotiate modifications to proposals that it deems acceptable.

Proposals shall include the information listed above, specific acknowledgements or comments on the notes and provisions.

Three copies of proposals must be received by 5:00 PM December 15, 2015, to the office of the County in order to be considered responsive. Proposals submitted after this time may not be considered.

**Proposals and inquiries shall be directed to:**

**Attn: Corrinne Gibbs**  
**Finance Director**  
**P.O. Box 188**  
**30 Oyster Creek Road**  
**Swan Quarter, NC 27885**

**Please review this information carefully.**

- The contractor needs to thoroughly review the County’s geography prior to submitting its proposal. The Emergency Services Department will be happy to meet with any prospective contractor on these issues prior to the deadline and encourages site visits. The County utilizes a regional landfill in Aulander, NC, located at 1922 Republican Road Aulander, NC 27805. The County utilizes five (5) temporary debris storage reduction sites (TDSRS) located throughout the county.
- The successful contractor must have a representative present in the County’s office or Emergency Operations Center (EOC) within thirty-six (36) hours of Notification to Proceed and be able to mobilize equipment and personnel to the designated location within seventy-two (72) hours of Notice to Proceed.

- The county will supply the contractor with a list of potential local sub-contractors, if available. Proposals shall list the contractor's ability to utilize local contractors or force account employees, and their general requirements for doing so.
- Monitoring shall be done in compliance with FEMA 325 guidelines dated July 2007, or latest edition.
- The Contractor will provide field inspectors at designated checkpoints to check and verify information on debris removal and at the Temporary Debris Storage Reduction Sites (TDSRS) located or developed throughout Hyde County or the region if necessary as approved by the County.
- The Contractor will provide technical and permitting assistance associated with the need to locate additional TDSRS when requested.
- The Contractor will provide assistance with scheduling; dispatching and logistical operations of the field inspectors assigned to work areas of storm debris clean up. This work will include: acquiring, hiring, training, deploying and supervising properly equipped inspectors; establishing the schedule for inspectors for each day; monitoring and recording the volumetric measurement (cubic yards) or gross empty weight of each truck that is added into service; keeping records of contract hauler's trucks, to include cubic yardage, or loaded weight, time in and time out, number of loads per day and other data as requested by designated County staff; determining truck assignments and providing the necessary vehicle decals or placards for ease of identification and tracking; conducting end of day duties, such as verifying all trucks have left the disposal site, addressing daily safety reports and corrective action recommendations, and locking down of the facility.
- Contractor should be as self-sufficient as possible and is requested to describe their capabilities for being self-sufficient.
- The contractor is requested to include within their proposal any other typical costs or items they may be aware of, which is not included in this Request for Proposals.

**ANNUAL AGREEMENT FOR  
DEBRIS MONITORING AND RECOVERY SERVICES**

THIS AGREEMENT, made this \_\_\_\_ day of \_\_\_\_\_, 2016 by and between Hyde County, existing under the laws of the State of North Carolina, hereinafter referred to as the “County” and \_\_\_\_\_, hereinafter referred to as the “Contractor”, for the term specified herein, agree as follows:

**I. SCOPE**

The Contractor is to perform the work as defined in the Request for Proposal and amendments, if any, the Request for Proposal is hereby incorporated by reference herein and made a part thereof as fully as if herein set forth.

Unless otherwise specified herein, the Contractor is to furnish all materials, tools, equipment, manpower, and consumables to complete the work.

The contractor’s response to the recovery process must be immediate, rapid, and efficient, with acceptable cost controls, accountability procedures, with written reports and submittals in place, to assure that the County will have the means to be reimbursed for all eligible disaster recovery costs from appropriate Federal and State agencies.

**II. ORDER OF PRECEDENCE**

For the resolution and interpretation of any inconsistencies in this Agreement and/or the documents attached hereto and included herein by this reference, the precedence of these documents shall be given in the following order:

1. This Agreement with any Attachments, including Addendum(s) and Amendment(s) hereto;
2. If applicable, negotiated Amendments or clarification to the Contractor’s Proposal which have been incorporated by reference into the final Agreement;
3. County’s Request for Proposal;
4. Contractor’s Proposal

**III. TERM OF AGREEMENT**

The period of this Agreement shall be for three (3) years, beginning on or before June 1, 2016, and ending on June 30, 2019. This Agreement may be extended annually, upon agreement, for two (2) additional one (1) year periods.

**IV. COMPENSATION**

The Contractor agrees to provide services and materials as specified in its proposal to the County at the cost specified in said proposal and amendments, if any, the proposal and any amendments thereto incorporated by reference herein and made a part hereof as if fully herein set forth.

## V. PAYMENT

All invoices received by the County are payable within THIRTY (30) days from receipt, provided they have first been approved by the County and the County has accepted the Work.

All invoices shall be directed to:  
Hyde County Emergency Services  
30 Oyster Creek Road  
Swan Quarter, NC 27885

## VI. GENERAL CONDITIONS

### A. Termination

- The performance of Work under this agreement may be terminated immediately by the County in whole or in part, in writing, whenever the County shall determine that the Contractor has failed to meet the performance requirements of this Agreement or at the convenience of the County for any reason.
- The County has the right to terminate for default if the Contractor fails to make delivery of the supplies, perform the work, or if the Contractor fails to perform any other provisions of the Agreement.

### B. Performance Requirements and Services

- Constant and consistent documented inspections of the work being done under the contract for disaster generated debris removal, communications to the County of any and all incorrect applications of guidance as specified by FEMA publication 325 or the Stafford Act, and documentation of the debris removal process that withstands all local, State and Federal audits.
- The contractor shall provide written daily reports denoting areas worked, quantities removed, quantity of equipment in service, quantity of monitors in service, weather report, problems and issues noted, problems and issues corrected. On a weekly basis, the County with both debris removal contractor and debris monitoring contractor will identify strategic targets for the following week and an evaluation of compliance of last week's targets, and accounting protocols to include a bi monthly reconciliation of records with the County, debris removal contractor, and debris monitoring contractor so that errors and omissions are handled expediently and that the quality of the accounting is established and reviewed.

- The Contractor shall perform work so as not to interfere with the normal operations of the County, State or Federal functions and or violate existing regulations of these or other regulatory agencies.
- Planning and training standards shall be consistent with the County Comprehensive Emergency Operations Plan, State plans and federal government programs and plans. All plans and training will be conducted in compliance with the National Incident Management System (NIMS).

C. Bonding Requirements

1. Bid Bond

A bid bond in the amount of 5% of the highest amount bid must accompany this bid. Failure to provide the bid bond will constitute a non-responsive bid which will not be considered. Failure to provide the required performance and payment bonds for contracts over \$25,000.00 will result in forfeiture of the 5% bid bond to the County as liquidated damages. The County reserves the option to accept the bid of any of the other bidders within ten (10) days from such default, in which case such acceptance shall have the same effect to such bidder as though he were the original, successful bidder.

2. Payment and Performance Bond

As security for faithful performance; simultaneously with his delivery of the executed contract, the successful bidder shall furnish the County an executed bond in the amount of one hundred (100%) of the accepted bid as security for faithful performance of his contract and for payment of all persons performing labor or furnishing materials in connection therewith, prepared on the Bond Company's document and have as surety thereon such company and companies approved by the County and authorized to transact business in the State of North Carolina.

D. Indemnification and Insurance

1. Indemnity

The contractor hereby agrees to indemnify and hold harmless the Federal Government, County, its officers, agents, and employees, from and against any and all liability, claims, damages, demands, expenses, fees, fines, penalties, suits, proceedings, actions, and costs of actions, including attorney's fees for trial and on appeal, and for the preparation of same arising out of the Contractor's, its officers', agents', and employees' acts, or omissions associated with this Agreement.

2. Insurance Requirements

The Contractor, at its own expense, shall keep in force and at all times maintain during this Agreement:

- (a.) Commercial General Liability Insurance  
Commercial General Liability Insurance, issued by responsible insurance companies and in a form acceptable to the County, protecting and insuring against all the foregoing with coverage limits of not less than One Million Dollars (\$1,000,000) per occurrence for Bodily Injury and Property Damage.
- (b.) Automobile Liability Insurance  
Automobile Liability coverage shall be in the minimum amount of One Million Dollars (\$1,000,000) per occurrence.
- (c.) Workers' Compensation Coverage  
Full and complete Workers' Compensation Coverage, as required by North Carolina state law, shall be provided.
- (d.) Insurance Certificates  
Contractor proposals may have generic insurance certificates inserted illustrating coverage limits available to the Contractor. Following the notice of award, the Contractor shall provide the County with certificate(s) of Insurance on all the policies of insurance and renewals thereof in a form(s) acceptable to the County. Said Commercial General Liability policy shall provide that the County be an additional named insured. The County shall be notified in writing of any reduction, cancellation or substantial change of policy or policies at least thirty (30) days prior to the effective date of said action. All insurance policies shall be issued by responsible companies who are acceptable to the County and licensed and authorized to do business under the laws of North Carolina.

E. Acceptance of Work

The County will be deemed to have accepted the Work after the Contractor is notified by the County Manager or his designee of its satisfaction that the Work is completed.

F. Correction of Work

The Contractor shall promptly correct all Work rejected by the County as failing to conform to this Agreement. The Contractor shall bear all costs of correcting such rejected Work or work that was not authorized by the County representative. Rejected work shall consist of that work which is deemed ineligible by the County's representative.

G. Right to Audit Records

The County shall be entitled to audit the books and records of the Contractor or any sub-contractor to the extent that such books and records relate to the performance of this Agreement of any sub-contract to this Agreement. **(Such books and records shall be maintained by the Contractor for a period of three (3) years from the date of final payment under this Agreement from the date of final payment.)**

H. Time is of the Essence

The parties agree that time is of the essence in the completion of the Work called for under this Agreement. The Contractor agrees that all Work shall be executed regularly, diligently, and uninterrupted at such a rate of progress as will ensure full completion thereof within the time specified.

VII. SPECIFIC PROVISIONS

- A. Hyde County requires the support of a professional debris removal contract monitoring firm to assist the County through debris removal following a debris generating event such as a hurricane, storm, or other event which also offers debris management expertise. The function of the contract monitors is to ensure compliance, assuring reimbursement in accordance with FEMA 325, dated July 2007, or a more current edition.
- B. The successful contractor must have a representative present in the County's office or Emergency Operations Center within thirty-six (36) hours of Notification to Proceed and be able to mobilize equipment and personnel to the designated location within forty-eight (48) hours of Notice to Proceed. If necessary, the successful contractor may need to pre-stage in the region. The Contractor will provide an adequate number of professionals and qualified personnel to monitor all debris loading sites and debris management sites along with associated roving debris monitors. The Contractor will be required to increase its staffing from this point depending on the severity of the debris generating event. At the discretion of the County, the Contractor may be required to replace any debris monitor. As part of this proposal, the Contractor must indicate and explain how they plan to supply adequate personnel to support his scope of work and must describe how they would hire additional personnel to meet the needs of the County.

The Contractor will provide all debris monitors with appropriate personal protective equipment to include, but not be limited to, eye protection, hearing protection, safety shoes, safety vests, hard hats, and wet and cold weather clothing, to comply with all federal, state and local requirements.

The Contractor will provide debris monitors with the means to communicate (cell phones, satellite phones, radio, etc.) with their supervisors or the County as may be

necessary. Contractor supervisors are responsible for resolving issues with truck drivers and contractor's personnel.

The Contractor will provide temporary office space and temporary sanitary facilities as necessary.

- C. Proposals shall list the contractor's ability to utilize local contractors or force account staffing, and their general requirements for doing so. It is the County's expectation that all necessary and qualified local sub-contractors will be put to work on this project if applicable.

#### D. LOADING SITE MONITORING SERVICES

The primary function of the Loading Site Monitors is to issue correctly completed debris load tickets for eligible debris cleared and removed at locations designated by the County.

Contractor will, within 48 hours, be prepared to provide qualified on site personnel to monitor debris removal operations at up to 5 (five) debris loading sites located throughout Hyde County. Additional sites may be added as debris removal efforts increase. Each loading site will operate, at a minimum, approximately 12 -14 hours per day, 7 days per week. Exact number and location of loading sites will be determined by the County in coordination with the debris removal Contractor.

Monitoring Sites: Contractor may have Loading Site Monitors stationed at designated "Control Points" chosen by the debris removal Contractor and coordinated with the County the day before beginning the work. The "Control Points" must be kept to a minimum and be located at a safe site along the primary haul road to the designated debris management site. The Contractor must be prepared to provide a minimum of two Loading Site Monitors to be stationed at each "Control Point." Each truck driver will be given a load ticket that validates where the material originated and that it is eligible for pickup. Load tickets will be issued in accordance with established procedures and as a minimum must contain either a street address or the nearest intersection to be valid. The volume of debris hauled will be estimated at the debris management site by the Debris Management Site Monitor.

Contractor shall provide all management, supervision, labor, transportation, mobile communications equipment, all safety equipment, digital cameras, video cameras, and other equipment necessary to initiate debris load tickets to document the removal of eligible debris from public access roadways, public rights-of-way, and public property within Hyde County.

Contractor must be prepared to provide a minimum of two Loading Site Monitors per site per day at a minimum of a 12-14 hour shift. Contractor must provide personnel with transportation to and from the loading site(s), mobile communications equipment necessary to remain in contact with dispatch and supervisor(s) at all times, and all logistic support.

All Loading Site Monitors must speak English, be a minimum of 18 years of age and have a valid driver's license issued in the United States and be capable of working in an outside environment and able to climb a 10 foot ladder. Previous or similar monitoring or inspection experience is required of all management staff.

Supervisors and all identified Loading Site Monitors must attend a 1/2 day debris monitor training session to be conducted at a location specified by the Debris Manager before the start of the first shift. Training will be the responsibility of the Contractor and must be approved by the County.

#### E. DEBRIS MANAGEMENT SITE (TDSR's) MONITORING SERVICES

The primary function of the Debris Management Site Monitors is to complete the load ticket and estimate volumes that have been transported to the debris management site for processing, storage, and disposal and to report safety violations occurring at the debris management site.

Contractor must provide Debris Management Site Monitors with transportation to and from the debris management sites and mobile communications equipment necessary to remain in contact with dispatch and supervisor(s) at all times, logistic support, and all safety equipment, digital cameras, video cameras, and other equipment necessary to safely perform the site monitoring functions.

Supervisors must have previous debris monitoring experience.

All identified Debris Management Site Monitors and Supervisors must attend a debris monitor training session which covers the deliverables and expectations which will be conducted at a location specified by the Debris Manager before the start of the first shift. Training will be the responsibility of the Contractor and must be approved by the County.

#### F. ROVING DEBRIS MONITOR SERVICES

The function of the Roving Debris Monitors is to verify that only eligible debris is being removed from designated public rights-of-way and public property within assigned debris pickup zones in Hyde County.

Contractor shall provide at least one monitor for each debris pickup zone to monitor and verify eligible debris removal from designated public access roads within the debris pickup zone. The Roving Debris Monitor(s) must be prepared to operate minimum of 12 to 14 hours per day, 7 days per week.

Contractor must provide Roving Debris Monitors with transportation, mobile communications equipment, all safety equipment, digital cameras, video cameras, and other equipment necessary to perform the roving debris monitoring functions.

All identified Debris Management Site Monitors and Supervisors must attend a debris monitor training session which covers the deliverables and expectations which will be conducted at a location specified by the County before the start of the first shift. Roving monitors shall receive additional training on eligibility issues and procedures required for compliance with the latest version of FEMA 325. Training will be the responsibility of the Contractor and must be approved by the County.

Contractor shall provide all management, supervision, labor, transportation, and equipment necessary to monitor the operations of the debris removal and disposal Contractor.

- G. The Contractor shall work with the County to develop a FEMA approved Debris Management Plan consistent with the County's Emergency Operations Plan.
- H. The contractor shall operate within the requirements of the Occupational Safety and Health Act, and all other applicable federal and state laws, rules, and regulations.

#### I. REPORTING

The Loading Site Monitor will turn in their copy of the load ticket to their supervisor at the end of each shift. The Contractor's supervisor will ensure that the load tickets and log are submitted to the Debris Management Center not later than 9 a.m. the following day. Also by 9 a.m. the contractor will provide reports concerning progress in a format designated by the County.

The Loading Site Monitors will also maintain a log that contains the following information:

- a) Debris "Control Point" or loading site location
- b) Loading Site Monitors' Name
- c) Supervisor's Name
- d) Number of Load Tickets issued during the shift
- e) Starting load ticket number \_\_\_\_\_ Ending load ticket number \_\_\_\_\_
- f) Any problems encountered or anticipated \_\_\_\_\_

The Debris Management Site Monitor will turn in their copy of the load ticket to their supervisor at the end of each shift. The Contractor's supervisor will ensure that the load tickets and log are submitted to the Debris Management Center not later than 9 a.m. the following day.

The Debris Management Site Monitors will maintain a log that contains the following information:

- a) Debris management site location
- b) Debris Management Site Monitors' Name
- c) Supervisor's Name
- d) Truck/trailer number and volume of debris hauled into the site

- e) Cumulative total of debris delivered at the site during the shift
- f) Any problems encountered or anticipated
- g) Grids cleared and number of passes

The Roving Debris Monitor(s) will be responsible for completing the Debris Loading Site Monitoring Checklist provided by the Debris Management Center. Report will be submitted to immediate supervisor on a daily basis.

The Roving Debris Monitor(s) will report any serious or safety related discrepancies observed to their supervisor. Supervisor will keep County informed of situations that impact the execution of the debris removal contract.

The supervisor will collect all written reports and provide them to the Debris Management Center by 9 a.m. the following day.

The Contractor will provide debris monitors with the means to communicate (cell phone, satellite phones, radio, etc.) to communicate with their supervisor or the Debris Management Center as may be necessary. Contractor supervision is responsible for resolving issues with truck drivers and other contractors' personnel.

The load tickets are to be compiled daily into a daily report that accesses all information gathered on each load ticket, all incorrect or unclear items on any ticket render it invalid until corrected. Corrections must have an initial and date. The original load tickets become the basis of payment to the debris contractor and the combined sum of all tickets become the basis of reimbursement from FEMA and the State and as such, the quality, consistency, accuracy of the individual ticket and the reporting of the data contained upon these tickets and collected by the monitors are the primary deliverable for which the contract will be let.

## VIII. MISCELLANEOUS PROVISIONS

- A. Assignment of this Agreement shall not be made without the advance written consent of the County.
- B. The Contractor shall comply with all applicable federal, state and local laws, ordinances, rules and regulations pertaining to the performance of Work under this Agreement.
- C. No waiver, alterations, consent or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by the County or his designee.
- D. The Contractor is to procure all permits, licenses, and certificates, or any such approvals of plans or specifications as may be required by federal, state and local laws, ordinances, rules, and regulations, for proper execution and completion of the Work under this Agreement.
- E. This Agreement is deemed to be under and shall be governed by, and construed according to laws of North Carolina.

- F. Any litigation arising out of this Agreement shall be had in the Courts of Hyde County, North Carolina.
- G. The undersigned hereby certifies that this Agreement is made without prior understanding, agreement or connection with any corporation, firm or person who submitted bids for the Work covered by this Agreement and is in all respects fair and without collusion or fraud. As to Contractor, the undersigned hereby warrants and certifies that they are authorized to enter into this Agreement and to execute same on behalf of the Contractor as the act of the said Contractor.
- H. This Agreement, including any Exhibits hereto, contains all the terms and conditions agreed upon by the parties. No other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind either party hereto.
- I. Authorized Contract Users: County of Hyde is authorized to use this contract in accordance with North Carolina statutes.
- J. The CPI shall be reviewed and if deemed necessary rates adjusted annually.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the date first written above

COUNTY OF HYDE

CONTRACTOR

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

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

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

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
County, State, & Zip

\_\_\_\_\_  
Area Code/Telephone Number

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

Unless otherwise stated, all official correspondence and contact shall be addressed to:

For the County :

For the Contractor:

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

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

Address

**VENDOR QUESTIONNAIRE – SUPPLEMENT TO BID SHEET**

THIS COMPLETED FORM MUST BE SUBMITTED WITH THE BID AND WILL  
BE EVALUATED IN CONJUNCTION WITH THE PROPOSAL.

The undersigned authorized representative of the Bidder certifies the truth and accuracy of all statements and the answers contained herein.

1. How many years has your organization been in business while possessing one of the licenses, certifications or registrations requested?

License/Certification/Registration	# Years
_____	_____
_____	_____
_____	_____

- 1A. What business are you in? \_\_\_\_\_

2. What is the last project of this nature you have completed?

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

3. Have you ever failed to complete any work awarded to you? If so, where and why?

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

- 3A. Give owner names, addresses and telephone numbers, and surety and project names, for all projects for which you have performed work, where your surety has intervened to assist in completion of the project, whether or not a claim was made.

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

4. Give names, addresses and telephone numbers of three individuals, corporations, agencies or institutions for which you have performed work.

4.1	_____	_____	_____
	(Name)	(Address)	(Phone no.)
4.2	_____	_____	_____
	(Name)	(Address)	(Phone no.)
4.3	_____	_____	_____
	(Name)	(Address)	(Phone no.)

**VENDOR QUESTIONNAIRE – SUPPLEMENT TO BID SHEET  
(CONTINUED)**

5. List the following information concerning all disaster debris contracts in progress as of the date of submission of this bid. (In case of co-venture, list the information for all co-venturers)

Name of Project: \_\_\_\_\_  
Owner & Phone Number: \_\_\_\_\_  
Total Contract Value: \_\_\_\_\_  
Date of Completion per Contract: \_\_\_\_\_  
% of Completion to date: \_\_\_\_\_  
**(Continue list on insert sheet, if necessary.)**

6. Has a representative of the Bidder completely inspected the proposed project site and does the Bidder have a complete plan for its performance?

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

7. State the name of your proposed project manager and superintendent and give details of his or her qualifications and experience in managing similar work.

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

8. State the true, exact, correct and complete name of the partnership, corporation or trade name under which you do business and the address of the place of business. (If a corporation, state the name of the president and secretary. If a partnership, state the names of all partners. If a trade name, state the names of the individuals who do business under the trade name.)

- 8.1 The correct name of the Bidder is:

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

- 8.2 The business is a (Sole Proprietorship)(Partnership)(Corporation) \_\_\_\_\_

- 8.3 The address of principal place of business is \_\_\_\_\_

\_\_\_\_\_

NAME OF COMPANY:

\_\_\_\_\_

**VENDOR QUESTIONNAIRE – SUPPLEMENT TO BID SHEET  
(CONTINUED)**

8.4 The names of the corporate officers, or partners, or individuals doing business under a trade name, are as follows:

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8.5 List all organizations which were predecessors to Bidder or in which the principals or officers of the Bidder were principals or officers.

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8.6 List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Bidder, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description the disposition of each such petition.

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8.7 List and describe all successful Performance or Payment Bond claims made to your surety(ies) during the last five (5) years. The list and descriptions should include claims against the bond of the Bidder and its predecessor organization(s).

8.8 List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Bidder or its predecessor organization(s) during the last five (5) years. This list shall include all case names; case, arbitration or hearing identification numbers; the name of the project over which the dispute arose; a description of the subject matter of the dispute; and the final outcome of the claim.

8.9 List and describe all criminal proceedings or hearings concerning business related offenses in which the Bidder, its principals or officers or predecessor organization(s) were defendants.

8.10 Has the Bidder, its principals, officers or predecessor organization(s) been debarred or suspended from bidding by any government during the last five (5) years? If yes, provide details.

NAME OF COMPANY:

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The undersigned bidder hereby represents that he has carefully examined the Contract, the Request for Proposals and other documents referenced and will execute the Contract and perform all its items, covenants and conditions, all in strict compliance with the

requirements of the specifications. The bidder, by and through the submission of his bid, agrees that he has examined and that he shall be held responsible for having heretofore examined the site, the location and route of all proposed work and for having satisfied himself as to the character of the route(s), the location, surface and underground obstruction, the nature of the ground water conditions, and all other physical characteristics of the work, in order that he may include the prices which he bid, all costs pertaining to the work and hereby provide for the satisfactory completion thereof, including the removal, relocation or replacement of any objects or obstructs which will be encountered in doing the proposed work.

Enclosed is security consisting of

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The undersigned hereby designates:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
County/State/Zip \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Cellular Phone \_\_\_\_\_  
Email address \_\_\_\_\_

As his office which notices may be delivered or mailed.

\_\_\_\_\_  
NAME OF BIDDER AND TITLE (TYPE OR PRINT)  
(SEAL, IF BY CORPORATION)

BY: \_\_\_\_\_  
SIGNATURE OF BIDDER

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CORPORATION NAME & ADDRESS