



Request for Proposal (RFP)
RFP #COK 25-027
Disaster Debris Removal Services

Issued by:
City of Kingsland, GA

Proposals must be submitted
No later than
2:00PM on Tuesday, August 26, 2025

To:
City of Kingsland

Mailing Address
City of Kingsland
Finance Department
Attn: Hannah Smith, Purchasing Agent
P.O. Box 250
Kingsland, Georgia 31548

Delivery Address
City of Kingsland
Finance Department
Attn: Hannah Smith, Purchasing Agent
105 West William Avenue
Kingsland, Georgia 31548

LATE PROPOSALS WILL BE REJECTED

Issued: 07/21/2025



Purpose:

The City of Kingsland is seeking sealed proposals from qualified contractors to provide Disaster Debris Removal Services on an as-needed basis in the event of a natural or man-made disaster. The selected contractor(s) will provide debris removal, reduction, disposal, and associated services in a manner that complies with the Federal Emergency Management Agency (FEMA), Georgia Emergency Management Agency (GEMA), and other applicable federal, state, and local regulations, including 2 C.F.R. §§ 200.318 – 200.327.

This is a pre-event contract. The intent is to have an agreement in place before a disaster strikes, allowing for immediate mobilization and efficient coordination of cleanup efforts.

Invitation:

You are hereby invited to submit a sealed proposal by providing all information requested in the attached "Scope of Services" to the Finance Department to either address listed below:

Mailing Address:

City of Kingsland
Finance Department
Attn: Hannah Smith, Purchasing Agent
P.O. Box 250
Kingsland, Georgia 31548

Delivery Address:

City of Kingsland
Finance Department
Attn: Hannah Smith, Purchasing Agent
105 West William Avenue
Kingsland, Georgia 31548
hsmith@kingslandgeorgia.com

Sealed proposals must be hand delivered or shipped to the City's Purchasing Office, located at **105 W William Avenue, Kingsland, GA 31548**, or delivered via U.S. Mail to **P.O. Box 250, Kingsland, GA 31548** by **August 26, 2025, at 2:00 p.m.**

Scope of Services:

The Contractor shall provide all labor, equipment, materials, transportation, permits, and supervision necessary to perform Disaster Debris Removal Services, including but not limited to:

- Clearing and removal of debris from public roads, rights-of-way, and public property.
- Collection, hauling, staging, and final disposal of debris.
- Vegetative debris management, including grinding and mulching.
- Construction and demolition (C&D) debris management.
- White goods and hazardous waste collection and disposal.
- Electronic waste collection and disposal.
- Documentation and recordkeeping required for FEMA/GEMA reimbursement.
- Monitoring assistance (if applicable or in a secondary RFP).
- Coordination with FEMA/GEMA representatives and the City/County staff.

Services must be scalable depending on the nature and size of the event.



Minimum Qualifications:

- Minimum five (5) years of verifiable experience in disaster debris removal.
- Demonstrated compliance with FEMA/GEMA guidelines in past projects.
- Financial and operational capacity to handle large-scale debris events.
- Ability to respond within 24 hours of notice to proceed.
- Valid state and federal licenses and permits.

Procurement Standards:

This procurement is subject to:

- 2 C.F.R. Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards)
- FEMA's Public Assistance Program and Policy Guide (PAPPG)
- GEMA's policies and guidance
- Federal contracting requirements, including:
 - Equal Employment Opportunity (41 CFR § 60-1.4)
 - Davis-Bacon Act (40 U.S.C. 3141–3148) (if applicable)
 - Copeland Anti-Kickback Act (40 U.S.C. 3145)
 - Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708)
 - Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)
 - Debarment and Suspension (2 C.F.R. Part 180)
 - Clean Air Act and Federal Water Pollution Control Act (42 U.S.C. 7401 et seq. and 33 U.S.C. 1251 et seq.)

Proposal Requirements:

All proposals must include:

1. Company Overview and Qualifications
2. Experience with FEMA/GEMA-funded Projects
3. Proposed Equipment and Staffing Plan
4. Mobilization Timeline
5. Detailed Pricing Schedule (unit rates: cubic yards, labor hours, equipment, etc.)
6. Compliance with Federal Clauses (certifications included)
7. List of Subcontractors (if applicable)
8. References from similar projects
9. Proof of Insurance and ability to provide required coverage



All inquiries should be directed in writing to **Lee H. Spell, City Manager**, at LSpell@KingslandGeorgia.com. Any amendments or addenda will be posted on the City's website.

Selection Criteria:

Proposals will be evaluated based on the following weighted criteria:

Criteria	Weight
Experience and Qualifications	25%
Cost Proposal	25%
Technical Approach and Resources	20%
FEMA/GEMA Compliance History	15%
Responsiveness and Availability	15%

The City may request oral presentations from selected firms before final selection.

Copies:

One (1) unbound, printed and signed original and three (3) identical, printed copies, and supporting documents must be submitted in response to the RFP. All responses must relate to the specifications as outlined.

Assurances and Legal Compliance:

- The firm must comply with **Equal Employment Opportunity (EEO)** regulations and Title VI & VII of the 1964 Civil Rights Act.
- Firms must disclose any pending claims or lawsuits.
- The City reserves the right to accept or reject any proposals, waive formalities, and negotiate changes in scope and pricing.

Attachments:

Attachment A: Pricing Form (Unit Rates)
Attachment B: Required FEMA Contract Clauses
Attachment C: Sample Agreement
Attachment D: Debarment Certification
Attachment E: Insurance Requirements



Affidavit:

The undersigned certifies that:

- The firm is licensed to conduct business in Georgia.
- The proposal is made without collusion or fraud.
- The firm consents to the City verifying references and qualifications.
- The firm acknowledges that all proposals become public records as per the Georgia Open Records Act.

Company Name: _____

Authorized Representative: _____

Signature: _____

Title: _____

Date: _____

Address: _____

Phone: _____ **Email:** _____