

**SCOPE OF WORK  
FOR  
UNIT PRICE CONTRACT FOR DEBRIS REMOVAL  
CITY OF CENTRAL**

**1.0 GENERAL**

1.1 The purpose of this solicitation is to provide emergency debris clearing and removal response assistance to the within the city limits of the City of Central, excluding the following six roadways: (1) Comite Drive from Blackwater Road to the Comite River (.72 miles); (2) Dyer Road from the Comite River to Blackwater Road (1.2 miles); Joor Road from Hooper Road to Greenwell Springs-Port Hudson Road (6.27 miles); (4) The proposed Central Thruway from the Comite River to Sullivan Road (2.21 miles); (5) Sullivan Road from Greenwell Springs Road to Wax Road (2.21 miles); and (6) Sullivan Road from Hooper Road to Joor Road (1.19 miles).

**2.0 SERVICES**

2.1 The Contractor shall provide for debris removal from the area outlined on the attached map (with the exceptions noted above), and described as the City of Central within East Baton Rouge Parish.

2.2 All disposal costs will be paid by the City of Central and should not be included in the price per ton for collection and transportation to the disposal site.

Hours of Operation for the site will be 6:30 a.m. to 5 p.m. Monday through Saturday.

Other dumpsite(s) locations must be approved in writing by the City of Central.

2.3 The total amount of debris to be removed under this contract is estimated to be 125,000 cu.yd. Final contract quantity will be adjusted to reflect amount of actual debris collected.

2.4 The work shall consist of clearing and removing any and all "eligible" debris (see section 4.0 for a definition of eligible debris) primarily from the public right-of-way (ROW) of streets and roads, as directed by the City of Central. Work will include 1) loading the debris, 2) hauling the debris to an approved dumpsite or landfill, and 3) dumping the debris at the dumpsite or landfill. The Contractor will make every reasonable effort to remove all eligible debris to include all green waste (leaves, limbs, tree trunks and stumps less than 24 inches in diameter). Although a small amount of leaves and small limbs (twigs) may be left on grassy areas, streets and rights-of-way will be left in a clean and safe condition; meaning all debris will be removed to the City of Central's satisfaction. Ineligible debris will not be loaded, hauled, or dumped under this contract.

2.5 Debris removal shall include all eligible debris found on the ROW within the area designated by the City of Central. The City of Central may specify any eligible debris within the ROW which should not be removed, or which should be removed at a later time. The Contractor shall make as many passes through the designated area as required by the City of Central. The Contractor shall not move from one designated work area to another designated work area without prior approval from the City of Central. 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 Contractor shall not enter onto private property during the performance of this contract.

2.6 The Contractor shall conduct the work so as not to interfere with the disaster response and recovery activities of Federal, State, and local governments or agencies, or of any public utilities.

2.7 The government reserves the right to inspect the site, verify quantities, and review operations at any time.

2.8 All work shall be accomplished in a safe manner.

### **3.0 LOAD TICKETS and TOWER LOGS**

3.1 "Trip tickets" will be presented to the City of Central monitor at the on-load site by each truck driver, and will be used for recording the following information as well as volumes of debris removed and to be disposed of.

3.2. Each ticket will contain the following information:

Contractor Name

Ticket Number

Pick-up Zone/Area (location)

Date/Time

Crew Number

Pick-Up Location

Weight (to be filled out by Central monitor at dump site)

Truck Number

Truck Weight (unloaded)

Debris Classification

Comment Section

Signatures of Central monitor.

3.3 Load tickets will be issued by the City of Central monitor to the contractor's truck driver, prior to departure from the loading site. The City of Central's on-load site monitor will return all copies of the ticket to the vehicle operator. Upon arrival at the dumpsite, the vehicle operator will give all copies to the City of Central monitor at the dumpsite; the City of Central will validate the information, assess the allowed load weight and record it on the trip ticket, retain the original copy and give the remaining copies to the contractor representative for distribution as appropriate.

3.4 Trip tickets must be provided by contractor. Tower logs must be provided by the contractor.

#### **4.0 DEBRIS CLASSIFICATION**

4.1 Eligible Debris. Debris that is within the scope of this contract falls under two possible classifications: Woody Debris and Other Debris. Debris that is classified as Household Hazardous Waste (HHW) is not to be transported by this contract.

4.2 Woody Debris. Woody debris includes all biodegradable matter except that included in the following definitions of other categories of debris. It includes, but is not limited to, damaged and disturbed trees; bushes and shrubs; broken, partially broken and severed tree limbs; untreated structural timber; untreated wood products; and brush, and loose tree stumps (less than 24 inches in diameter) placed in the right of way.

4.3 Other Debris. Other debris includes, but is not limited to, treated timber; plastic; glass; rubber products; metal products; dry wall; cloth items; non-wood building materials; metal products (i.e. Mobile Trailer parts, Household appliances (White Metal), and similar items), or uncontaminated soil; roofing materials; and carpeting.

#### **5.0 DUMPSITES**

5.1 The Contractor shall use only debris dumpsite designated in Section 2.2, unless otherwise approved by the City of Central.

5.2 The dumpsite operator shall direct all dumping operations. The Contractor shall cooperate with the dumpsite operator to facilitate effective dumping operations.

5.3 The City of Central makes no representations regarding the turn-around time at the dumpsite.

5.4 The ~~Contractor or~~ dumpsite operator must provide adequate dust control on all entrances/exits to the dumpsite.

5.5 The ~~Contractor or~~ dumpsite operator must arrange the dumpsite such that there is only one entrance/exit for all trucks/trailers used under this contract. The purpose of this requirement is so that the City of Central monitors can observe every truck/trailer entering or exiting the dumpsite.

#### **6.0 PERFORMANCE SCHEDULE**

**6.1 The Contractor shall commence performance within 24 hours of contract award. Our intent is to award this contract w/in 1 day of the deadline for receipt of quotations.**

6.2 The Contractor shall, with the City of Central's direction, provide a work plan showing where operations will begin. The Contractor will attend daily meetings and provide the City of Central with progress reports and plan updates.

6.3 Maximum allowable time for completion will be fourteen (14) calendar days, unless the City of Central initiates additions or deletions to the contract by written change orders. Subsequent changes in completion time will be equitably negotiated by both parties pursuant to applicable State and Federal law.

## **7.0 EQUIPMENT**

7.1 All trucks and other equipment must be in compliance with all applicable Federal, State, tribal and local rules and regulations. Any truck used to haul debris must be capable of rapidly dumping its load without the assistance of other equipment; be equipped with a tailgate that will effectively contain the debris during transport and permit the truck to be filled to capacity; and measured and marked for its load capacity. Tailgates must be original equipment type gates, any exceptions, such as chain link type fencing must be approved by the City of Central. The City of Central retains the right to reject unsafe tailgating, such as plastic fencing which is never acceptable.

Sideboards or other extensions to the bed are allowable provided they meet all applicable rules and regulations, cover the front and both sides, and are constructed in a manner to withstand severe operating conditions. The sideboards are to be constructed of 2" by 6" boards or greater and not to extend more than two feet above the metal bedsides. A City of Central representative must approve all requests for extensions. Equipment will be inspected prior to its use by the Contractor.

7.2 Trucks and other heavy equipment designated for use under this contract shall be equipped with two signs; one attached to each side. The Contractor will furnish these signs to the vehicle operators. The signs will clearly indicate truck number and certified truck weight. Signs will be weatherproof and securely affixed to the bed of the truck or to the bed of the trailer (in the case of tractor-trailers or towed trailers) as appropriate. Magnetic signs are not allowed.

7.3 Prior to commencing debris removal operations, the Contractor shall present to the Government's representative all trucks or trailers that will be used for hauling debris, for the purpose of determining hauling capacity. The hauling capacity will be based on the amount of weight the truck can transport. Hauling capacity, in pounds or tons, will be recorded and marked on each truck or trailer sign with permanent markings. Each truck or trailer will also be numbered (see paragraph 7.3 above) for identification with a permanent marking.

7.4 Trucks or equipment which are designated for use under this contract shall not be used for any other work during the working hours of this contract. The Contractor shall not solicit work from private citizens or others to be performed in the designated work area during the period of this contract. Under no circumstances will the Contractor mix debris hauled for others with debris hauled under this contract.

7.5 Equipment used under this contract shall be rubber tired and sized properly to fit loading conditions. Excessive size equipment (6 CY and up) and non-rubber tired equipment must be approved by the City of Central.

## **8.0 REPORTING**

8.1 The Contractor shall submit a report to the City of Central during each day of the term of the contract.

Each report shall contain, at a minimum, the following information:

Contractor's Name

Contract Number

Number of Crews

Location of work

Day of Report

Daily and cumulative totals of debris removed, by category

8.2 Discrepancies between the daily report and the corresponding load tickets will be reconciled no later than the following day.

## **9.0 OTHER CONSIDERATIONS**

9.1 The Contractor shall supervise and direct the work, using skillful labor and proper equipment for all tasks. Safety of the Contractor's personnel and equipment is the responsibility of the Contractor. Additionally, the Contractor shall pay for all materials, personnel, taxes, and fees necessary to perform under the terms of this contract.

9.2 The Contractor must be duly licensed in accordance with the state's statutory requirements to perform the work. The Contractor shall obtain all permits necessary to complete the work. The Contractor shall be responsible for determining what permits are necessary to perform under the contract. Copies of all permits shall be submitted to the City of Central.

9.3 The Contractor shall be responsible for taking corrective action in response to any notices of violations issued as a result of the Contractor's or any sub-contractors actions or operations during the performance of this contract. Corrections for any such violations shall be at no additional cost to the Government.

9.4 The Contractor shall be responsible for control of pedestrian and vehicular traffic in the work area. The Contractor shall provide all flag persons, signs, equipment, and other devices necessary to meet Federal, State, tribal and local requirements. The traffic control personnel and equipment shall be in addition to the personnel and equipment required in other parts of this contract. At a minimum, one flag person should be posted at each approach to the work area. Work shall be accomplished in a safe manner in accordance with EM 385-1-1.

9.5 The Contractor shall be responsible for reasonable damages to private or public property. This includes, but is not limited to, damage to yards, mailboxes, traffic control devices, road surfaces, driveways, and grassy rights-of-way. When damage is reported to the City of Central, the Contractor will be advised of the damage and is expected to repair said damage in a reasonable amount of time, but in no case in more than two weeks (14 calendar days) from the time the Contractor is notified of the damage. The City of Central reserves the right to inspect and approve of the repairs. The Contractor must complete the repair to the satisfaction of the City of Central.

## **10.0 MEASUREMENT**

10.1 Measurement for debris removed will be by the amount of debris weight. The weight capacity of all trucks/trailers used in performance of this contract will be performed by or under the direction of a City of Central representative. These trucks/trailers will be "Certified" and the truck number and measured weight capacity will be recorded and provided to the City of Central representative at the time of certification. Only trucks/trailers on the certified list will be allowed to haul debris under this contract. Certification must occur prior to the truck/trailer being used to haul any debris. The City of Central must be notified any time trucks/trailers are added to the fleet so that they can be certified in accordance with this paragraph and added to the list. The City of Central must be notified by the close of business each day, when trucks are deleted. Trip tickets will document load quantities.

*Maximum capacity for loads measured w  
cubic yards will 95%. Loads measured w cubic yards  
11.0 PAYMENT will be measured w increment of 5%.*

11.1 The Contractor shall submit certified invoices for completed work. Invoices will be based on verified quantities from the daily operational reports and valid load tickets. The City of Central shall have **30** calendar days to pay the request for approved items.

11.2 All payments made under this contract will be in accordance with PAYMENTS clauses located in other sections of this contract.

## **12.0 AUDIT**

12.1 The Contractor shall maintain all books, records, and other documents pertaining to all operations under this contract and shall make all such material available at all reasonable times for inspection and auditing by authorized representatives of the City of Central during the contract term, and for a period of three (3) years thereafter. Copies of such documents shall be furnished if requested.

The parties will execute a contract based on the solicitation and quotation documents.

Addendum to Scope of Work  
For  
Unit Price Contract for Debris Removal  
City of Central  
**# 1**

Please add the following sections:

3.5 Tower Log. The City monitor at the dump site shall maintain a “tower log” for each entity delivering loads to the dump site. The includes a log for the contractor vehicles, and a separate log for city vehicles. Additional separate logs may be generated as necessary for each entity delivering debris. The monitor will record ticket numbers and approved cubic yard or tonnage, then place his initials on the log beside each entry. The monitor will retain the original copy and remaining copies will be given to the contractor for distribution as appropriate.

4.4 is amended to read as follows: 4.4 Household Hazardous Waste (HHW). HHW such as petroleum products, paint products, etc., and known or suspected hazardous materials, such as asbestos, lead based paint, or electrical transformers shall be removed by others. Coordination for HHW removal is the responsibility of the City of Central.

14.0 Minimum Qualifications: All bidders submitting a response to this solicitation shall also meet the following minimum qualifications:

14.1 Contractor must be have five (5) years experience in Solid Waste Hauling & Storm Debris cleanup.

14.2 Have equipment sufficient in number, type, and condition to meet the requirements of this solicitation. The City of Central reserves the right to audit/inspect the list of equipment provided in the Equipment Availability Sheet submitted with bid. Failure to submit a complete equipment listing sufficient to meet the requirements of this solicitation is cause and will cause rejection of the bid. The evaluation and acceptability of submitted equipment will be the sole responsibility of the City of Central.