

Submit Proposals to:

FLORIDA A&M UNIVERSITY

Office of Procurement Service

<https://famubonfirehub.com/portal/?tab=openOpportunities>

Tallahassee, Florida 32307-3200

Telephone Number: (850) 599-3203



REQUEST FOR PROPOSALS

Acknowledgement Form

Page 1 of 54 Pages	PROPOSALS WILL BE OPENED: May 12, 2026 @ 2:30 PM	PROPOSAL NO. RFP 0009-2026
MAILING/POSTING DATE: 4/7/2026	PROPOSAL TITLE: Florida A&M University (FAMU) Emergency Management Debris Monitoring	

FEDERAL EMPLOYER IDENTIFICATION NUMBER OR S.S. NUMBER:

VENDOR LEGAL NAME

REASON FOR NO PROPOSAL _____

VENDOR MAILING ADDRESS

POSTING OF PROPOSAL TABULATIONS AND NOTICES

Proposal tabulations, notices of a decision or intended decision and recommended awards related to this competitive solicitation will be posted for review by interested parties on the Procurement Services Website at <http://www.famu.edu/index.cfm?Purchasing&NoticeofPosting> and Bonfire website at <https://famubonfirehub.com/portal/?tab=openOpportunities> and will remain posted for a period of 72 hours (excluding weekends and holidays). Failure to file a protest within the time prescribed in University Regulation 6.005 (9)(k) and Section 120.57(3), Florida Statutes shall constitute a waiver of protest proceedings.

CITY-STATE-ZIP

AREA CODE:

TELEPHONE NUMBER:

TOLL-FREE NUMBER:

By signing this document, I certify that this solicitation response is made without prior understanding, agreement, or connection with any corporation firm, or person submitting a proposal for the same commodities services, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this competitive solicitation and certify that I am authorized to sign this solicitation response for the proposer and that the proposer is in compliance with all requirements of the competitive solicitation, including but not limited to, certification requirements. In submitting a solicitation response, the proposer offers and agrees that if the solicitation response is accepted, the proposer will convey, sell, assign, or transfer to the FLORIDA A&M UNIVERSITY Board of Trustees all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by FLORIDA A&M UNIVERSITY. At the University's discretion, such assignment shall be made and become effective at the time the University tender's final payment to the proposer.

AUTHORIZED SIGNATURE (MANUAL)

AUTHORIZED SIGNATURE (TYPED) & TITLE

DATE SIGNED

GENERAL CONDITIONS

PROPOSALS: All proposal sheets and this acknowledgement form must be executed and submitted via the Bonfire Website. Response prices not submitted on attached proposal price sheet(s) when required shall be rejected. All responses are subject to the conditions specified herein. Those that do not comply with these conditions are subject to rejection.

- EXECUTION OF PROPOSAL: All responses must contain this Acknowledgement form with an original manual signature of authorized representative in the space provided above.** Proposals must be typed or printed in ink. Use of erasable ink is not permitted. All corrections to prices made by proposer must be initialed. The company name and F.E.I.D. or social security number shall appear on each pricing page of the proposal as required.
- NO PROPOSAL SUBMITTED:** If not submitting a proposal, respond by returning only this proposer acknowledgement form, marking it "NO PROPOSAL" and explain the reason in the space provided above. Failure to respond to a procurement solicitation without giving justifiable reasons for such failure, non-conformance to contract conditions, or other pertinent factors deemed reasonable and valid shall be cause for removal of the proposer's name from the University's Competitive Solicitation mailing list. **NOTE:** To qualify as a respondent, proposer must submit a "NO PROPOSAL", and it must be received no later than the stated proposal opening date and time.
- PROPOSAL OPENING:** Shall be public, on the date, location and at the time specified on the acknowledgement form. It is the proposer's responsibility to assure that its proposal is delivered via Bonfire portal at the proper time and place of the proposal opening. Proposals, which for any reason are not so delivered, will not be considered. Offers by telegram, telephone or facsimile are not acceptable. Only the proposal receipt and other generic administrative information may be announced and recorded on the proposal opening date. The contents of the proposals will be kept confidential for 30 calendar days, or date of award, whichever is sooner in accordance with s. 119.071(1)(b). **NOTE:** Proposal tabulations will be furnished upon written request with an enclosed, self-addressed, stamped envelope. Proposal tabulations will not be provided by telephone.
- PRICES, TERMS AND PAYMENT:** Firm prices shall be proposed and include all services rendered to the purchaser.
- TAXES:** FLORIDA A&M UNIVERSITY, a public body corporate of the State of Florida, does not pay Federal Excise and Sales taxes on direct purchases of services. See tax exemption number on face of purchase order or agreement form. This exemption does not apply to purchases of services in the performance of contracts for the improvement of state-owned real property as defined in Chapter 192, Florida Statutes.
- DISCOUNTS:** Cash discount for prompt payment shall not be considered in determining the lowest net cost for proposal evaluation purposes.

- MISTAKES:** Proposers are expected to examine the specifications, conditions, scope of work, proposal prices, extensions and all instructions pertaining to the services involved. Failure to do so will be at the proposer's risk.
- ANY AND ALL SPECIAL CONDITIONS AND SPECIFICATIONS ATTACHED HERETO WHICH VARY FROM THE GENERAL CONDITIONS SHALL HAVE PRECEDENCE.**
- PAYMENTS:** In the event University owes payment to the Vendor, the University shall mail the Vendor's payment within forty (40) days after receipt of an acceptable invoice and receipt, and after inspection and acceptance of the goods, services or both, as provided in accordance with the terms and conditions of the applicable purchase order/agreement. Failure to make payments within 40 days shall result in the University paying interest pursuant to Section 55.03(1) Florida Statutes, on the unpaid balance from the expiration of such 40-day period until such time as the warrant is issued to the Vendor. The University has established a "Vendor Ombudsman". The duties of this individual include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s). The University's ombudsman may be contacted at (850) 599-2978.
 - Partial payment in the full amount of the value of service received and accepted may be requested by the submission of a properly executed invoice, with supporting documents, if required. Only one partial payment will be made per month.
 - The Vendor agrees that bills and invoices for fees or other compensation for services or expenses shall cite the Purchase Order/Agreement Number and shall be submitted to the Controller in detail sufficient for a proper preaudit and postaudit. Each bill or invoice must clearly identify the services, portion of services and expenses for which compensation is sought. Payment will be tendered only for services, or the portion of services, completed prior to the submission of the bill or invoice, or for expenses incurred prior to such submission, or both.
 - The performance of the University of any of its obligations under this Agreement shall be subject to and contingent upon the availability of funds appropriated by the Legislature of the State of Florida, the obligation of funds by the prime funding agency, or otherwise lawfully expendable for the purposes of this agreement for the current and future periods. The University shall give notice to Vendor of the non-availability of such funds when University has knowledge of such fact. Upon receipt of such notice by Vendor, the Vendor shall be entitled to payment only for those services performed and expenses incurred prior to the date notice is received.
 - If this agreement includes reimbursement for travel expenses, such reimbursement must comply with Section 112.061, Florida Statutes and will be processed in accordance with the University's travel policies as stated in the Controller's Manual and utilizing the Travel Authorization Request (TAR) process.
 - Invoices, which have to be returned to a Vendor because of Vendor preparation errors, will result in a delay on the payment. The invoice payment requirements do not start until a properly completed invoice is provided to the University.

10. **CONFLICT OF INTEREST:** The award hereunder is subject to the provisions of Chapter 112, F.S. All proposers must disclose with their proposal the name of any officer, director, or agent who is also an employee of FLORIDA A&M UNIVERSITY or the State of Florida, or any of its agencies. Further, all proposers must disclose the name of any University or State employee who owns, directly or indirectly, an interest of five percent (5%) or more in the proposer's firm or any of its branches. No person or firm receiving a contract to perform a feasibility study of the potential implementation of a subsequent contract, participating in the drafting of a solicitation or specifications, or developing a program for future implementation shall be eligible to contract with the agency for any contracts dealing with that specific subject matter; and proposers must disclose with their proposal any such conflict of interest.

11. **AWARDS:** As the best interest of the University may require, the right is reserved to reject any and all proposals or waive any minor irregularity or technicality in proposals received. Proposers are cautioned to make no assumptions unless their proposal has been evaluated as being responsive.

12. **INTERPRETATIONS/DISPUTES:** Any questions concerning conditions and specifications shall be directed in writing to this office for receipt no later than ten (10) days prior to the proposal opening. Inquiries must reference the date of proposal opening and proposal number. No interpretation shall be considered binding unless provided in writing by FLORIDA A&M UNIVERSITY in response to requests in full compliance with this provision. Any person who is adversely affected by the specifications, decision or intended decision concerning a procurement solicitation or contract award and who wants to protest such decision or intended decision shall file a protest in compliance with University Regulation 6.005(9). Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

13. **GOVERNMENTAL RESTRICTIONS:** In the event any governmental restrictions may be imposed which would necessitate alteration of the material quality of the services offered on this proposal prior to their completion, it shall be the responsibility of the successful proposer to notify the purchaser at once, indicating in his letter the specific regulation which required an alteration. The University reserves the right to accept any such alteration, including any price adjustments occasioned thereby, or to cancel the contract at no further expense to the University.

14. **DEFAULT:** Failure to perform according to this proposal and/or resulting contract shall be cause for your firm to be found in default in which event any and all reprourement costs may be charged against your firm. Any violations of these stipulations may also result in:
a) Contractor's name being removed from the Purchasing vendor mailing list.
b) All State public entities being advised not to do business with the contractor without written approval of the University until such time as vendor reimburses the University for all reprourement and cover costs.

15. **LEGAL REQUIREMENTS:** Applicable provision of all Federal, State, county and local laws, and of all ordinances, rules, and regulations shall govern development, submittal and evaluation of all proposals received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a proposal response hereto and FLORIDA A&M UNIVERSITY and the FLORIDA A&M UNIVERSITY Board of Trustees, by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any proposer shall not constitute a cognizable defense against the legal effect thereof.

16. **ADVERTISING:** In submitting a proposal, proposer agrees not to use the results there from as a part of any commercial advertising.

17. **ASSIGNMENT:** Any Contract or Purchase Order issued pursuant to this request for proposal and the monies which may become due hereunder are not assignable except with the prior written approval of the purchaser.

18. **LIABILITY:** On any contract resulting from this proposal the proposer shall hold and save the FLORIDA A&M UNIVERSITY Board of Trustees, FLORIDA A&M UNIVERSITY, and the State of Florida, its officers, agents, and employees harmless against claims by third parties resulting from the contractor's breach of this contract or the contractor's negligence. This requirement does not apply to contracts between governmental agencies.

19. **FACILITIES:** The University reserves the right to inspect the proposer's facilities at any time with prior notice.

20. **CANCELLATION:** The University shall have the right of unilateral cancellation for refusal by the contractor to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the contractor in conjunction with the contract.

21. **PUBLIC RECORDS:** Any material submitted in response to this Request for Proposal will become a public document pursuant to Section 119.07, F.S. Any claim of confidentiality is waived upon submission, effective after opening pursuant to Section 119.07, F.S.

22. **NEGOTIATIONS:** To assure full understanding of and responsiveness to the solicitation requirements, discussions may be conducted with qualified proposers. The proposers shall be accorded fair and equal treatment prior to the submittal date specified in the request for proposals with respect to any opportunity for discussion and revision of proposals. All such revisions shall be in the form of a written addendum.

After the submittal date, the University reserves the right to select the top ranked proposals and conduct discussions with those proposers. Such discussions may result in changes to the RFP and the proposers' proposal as deemed necessary and in the best interests of the University.

23. **AS SPECIFIED:** A purchase order may be issued to the successful offeror with the understanding that all materials and services rendered must meet the specifications herein. Any orders or contracts will be subject to immediate cancellation if the materials or services do not comply with specifications as stated herein or fails to meet the University's standards. Materials not in compliance will be returned for compliant material as specified at no additional cost to the University. Services rendered not as specified shall be completed as specified at no additional cost to the University.

24. **PROPOSAL PREPARATION:** All costs associated with responding to this RFP are the sole responsibility of the Vendor.

25. **FORCE MAJEURE:** No default, delay or failure to perform on the part of the contractor or the University shall be considered a default, delay or failure to perform otherwise chargeable, hereunder, if such default, delay or failure to perform is due to causes beyond either party's reasonable control including, but not limited to strikes, lockouts, or inactions of government authorities; epidemics; wars; embargoes; fire; earthquake; acts of God; default of common carrier. In the event of such default, delay or failure to perform, any date or times by which either party is otherwise scheduled to perform shall be extended automatically for a period of time equal in duration to the time lost by reason of the excused default, delay or failure to perform.

26. **POLICIES AND RULES:** All Vendor employees and their agents will govern their conduct in a professional business manner. Sexual harassment, discrimination and/or any other behavior considered unprofessional, disruptive or not conducive to the University environment or in violation of university policies will not be tolerated. Any vendor employee participating in unacceptable activities will not be allowed to continue performance. Chronic behavioral or conduct problems with vendor employees may result in cancellation/ termination of any agreement/purchase orders issued.

The Vendor, their employees and agents shall be responsible for exercising extreme care and caution in the conduct of operations to ensure the safety and wellbeing of university personnel. Unsafe practices or the reckless endangerment of personnel may result in the cancellation/termination of any agreement/purchase orders issued. Any agreement/ purchase orders issued to the Vendor do not protect nor relieve the Vendor of responsibility from any fines or other actions that may be taken as a result of a violation.

27. **PUBLIC ENTITY CRIME LAW:** In accordance with FLORIDA A&M UNIVERSITY's Regulation 6.005(6): The University shall not accept a competitive solicitation from or purchase commodities or contractual services from a person or affiliate who has been convicted of a public entity crime and has been placed on the State of Florida's convicted vendor list for a period of 36 months from the date of being added to the convicted vendor list.

28. **NOTICE OF PROTEST BONDING REQUIREMENT:** Any person who files an action protesting the specifications, a decision or intended decision pertaining to contracts administered by a public entity pursuant to Section 120.57(3), F.S., shall file within 10 calendar days a formal written protest and post with the University at the time of filing a bond payable to FLORIDA A&M UNIVERSITY in an amount equal to 10 percent of the University's estimate of the total volume of the contract or \$10,000 whichever is less, which bond shall be conditioned upon the payment of all costs which may be adjudged against the Contractor in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. **FAILURE TO FILE THE PROPER BOND AT THE TIME OF FILING THE FORMAL PROTEST WILL RESULT IN A DENIAL OF THE PROTEST.**

NOTE: ANY AND ALL SPECIAL CONDITIONS AND SPECIFICATIONS ATTACHED HERETO WHICH VARY FROM THE GENERAL CONDITIONS SHALL HAVE PRECEDENCE.

REQUEST FOR PROPOSAL

Florida A&M University Board of Trustees (FAMU)

Florida A&M University (FAMU) Emergency Management Debris Monitoring

RFP No. 0009-2026

Refer ALL Inquiries to:

Office of Procurement Services
Attn: Jenifer Frye
Florida A & M University
2380 Althea Gibson Way
Suite 214
Tallahassee, FL 32307
(850) 599-3203 (Office)
(850) 561-2461 (Fax)

E-mail:
Procurement.officer@fam.u.edu

Bonfire Website:
<https://fam.u.bonfirehub.com/portal/?tab=openOpportunities>

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1.0 SPECIAL CONDITIONS

1.1 Statement of Objective

The objective of this Request for Proposal (RFP) is to enable the Florida A&M University (FAMU) to enter into an agreement with multiple vendors to provide Disaster Debris Monitoring Services in preparation for natural disasters or other debris-generating events across all University properties, including the main campus in Tallahassee and statewide satellite campuses and properties.

This solicitation will result in the selection of at least one experienced firm to perform debris monitoring functions for the lawful removal and disposal of disaster-generated debris (excluding household putrescible waste) from University-owned property and public rights-of-way, as well as at Temporary Debris Staging and Reduction Sites (TDSRS). Services shall include documentation in accordance with FEMA Public Assistance (PA) Debris Monitoring Guide (March 2021 or latest version) to ensure reimbursement eligibility.

The selected Proposer shall provide disaster management, debris monitoring, and FEMA Public Assistance (PA) program support services to assist the University with debris management and recovery operations, including oversight and documentation of the activities performed by debris removal and disposal contractors.

FAMU will designate a University Debris Manager to coordinate directly with the debris removal contractor(s) and firms engaged for debris monitoring services. The University and/or its debris removal contractor will provide one or more Debris Management Sites (DMS) for the temporary storage and processing of storm-related debris.

The successful Proposer must monitor debris removal operations and document all work from the point of debris collection to final disposal activities in accordance with the Federal Emergency Management Agency (FEMA) Public Assistance Debris Monitoring Guide, March 2021 (or the latest guidance from FEMA), to the extent all information is collected to adequately support all cost reimbursements through FEMA associated with these activities.

This will be a pre-event retainer contract at no immediate cost to the University until activated by written notice. The contractor shall assist with pre-event preparedness activities, including updates to the debris management plan, tabletop exercises, and readiness meetings with FAMU Emergency Management.

This contract may be activated under Emergency or Exigency (EE) conditions. When activated under EE circumstances, the University will prepare written justification consistent with 2 C.F.R. § 200.320(c). The Contractor shall maintain cost reasonableness and must provide documentation necessary for FEMA review. EE activation does not guarantee reimbursement, and all work performed must comply with Federal procurement requirements and FEMA's EE Fact Sheet.

The successful Proposer(s) will provide the services consistent with all local, state and federal rules and regulations applicable to the business they are in and must adhere to professional standards and use due care in performing all services required under this agreement in a manner consistent with generally accepted procedures.

1.2 PDAT and Federal Compliance Notice:

This solicitation incorporates recommendations from the Federal Emergency Management Agency (FEMA) Procurement Disaster Assistance Team (PDAT) to ensure compliance with applicable federal procurement standards outlined in 2 CFR §§ 200.317–200.327 and Appendix II to Part 200. All contractors and subcontractors performing work under this contract must adhere to these requirements, including but not limited to: Affirmative Socioeconomic Steps (2 CFR 200.321), Domestic Preferences for Procurements (2 CFR 200.322), Procurement of Recovered Materials (2 CFR 200.323), and all mandatory contract with these provisions is a condition of eligibility for FEMA Public Assistance, FAMU, and all contractors/subcontractors performing under this agreement shall comply with all required federal contract provisions, including but not limited to:

- Remedies Clause (contracts above \$250,000);
- Equal Employment Opportunity Clause (41 C.F.R. § 60-1.4(b));
- Suspension and Debarment verification (SAM.gov, 2 C.F.R. § 200.214);
- The Contractor must check SAM.gov prior to subcontractor award and monthly during active debris operations. Documentation of each verification must be retained for seven years.
- Contract Work Hours and Safety Standards Act (40 U.S.C. 3702–3708);
- Clean Air Act / Federal Water Pollution Control Act (42 U.S.C. 7401–7671q, 33 U.S.C. 1251–1387);
- Procurement of Recovered Materials (2 C.F.R. § 200.323; Section 6002, Solid Waste Disposal Act);
- Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352);
- Domestic Preference for Procurements (2 C.F.R. § 200.322);
- If any monitoring work supports a public works activity subject to Buy America requirements, the Contractor must comply with all domestic sourcing rules unless a Federal waiver is obtained.
- Prohibition on Covered Telecommunications Equipment or Services (2 C.F.R. § 200.216; Section 889 NDAA);
- Access to Records, DHS Seal/Logo Restrictions, No Federal Obligation, and Program Fraud / False Statements (31 U.S.C. Ch. 38) clauses.
- These provisions, along with FEMA's recommended clauses for Access to Records, Federal Non-Liability, and Compliance with Federal Law, are attached in Attachment B – Federal Contract Provisions.

1.3 Contract Award

- A. FAMU intends to award a contract or contracts resulting from this solicitation to the responsible proposer(s) whose proposal represents the best value after evaluation in accordance with the criteria in this solicitation.
- B. FAMU may reject any or all proposals if such action is in FAMU's best interest.
- C. FAMU may cancel or withdraw the award when deemed in its best interest.
- D. FAMU may waive informalities and minor irregularities in proposals received.
- E. FAMU reserves the right to evaluate proposals and award a contract without negotiations with proposers. Therefore, the proposer's initial proposal should contain the proposer's best terms from a cost or price and technical standpoint.

- F. FAMU reserves the right to conduct negotiations with the highest ranked proposer(s).
- G. A written notice of award will be posted on FAMU Office of Procurement Services Website.

1.4 General Information

Background

Florida Agricultural and Mechanical University is a public, fully accredited member of the State University System of Florida. FAMU is a doctoral/research institution and is the premier school among historically black colleges and universities. We are fully accredited by the Southern Association of Colleges and Schools.

FAMU offers 54 bachelor's degrees and 29 master's degrees. The University also offers a juris doctorate at its College of Law in Orlando. FAMU offers the following doctoral programs: chemical engineering; civil engineering; electrical engineering; mechanical engineering; industrial engineering; biomedical engineering; physics; pharmaceutical sciences; educational leadership; and environmental sciences.

The University operates several locations, including the main campus in Tallahassee; the Developmental Research School and Viticulture Center located near the main campus; the College of Law in Orlando; additional sites in Miami and Crestview; and research centers in Brooksville and Quincy.

History

FAMU is dedicated to the advancement of knowledge, resolution of complex issues and the empowerment of citizens and communities. The University provides a student-centered environment consistent with its core values. The faculty is committed to educating students at the undergraduate, graduate, doctoral and professional levels, preparing graduates to apply their knowledge, critical thinking skills and creativity in their service to society. FAMU's distinction as a doctoral/research institution will continue to provide mechanisms to address emerging issues through local and global partnerships. Expanding upon the University's land-grant status, it will enhance the lives of constituents through innovative research, engaging cooperative extension, and public service. While the University continues its historic mission of educating African Americans, FAMU embraces persons of all races, ethnic origins, and nationalities as life-long members of the university community.

1.5 Authorized FAMU Representative/Public Notices/FAMU Discretion

Proposer's response to this RFP must be submitted via the Bonfire Portal at <https://famubonfirehub.com/portal/?tab=openOpportunities>.

Any communications and/or inquiries by Proposer during this RFP process must be submitted in writing to the individual and address stated below. **Communications and/or inquiries are preferred via email.** FAMU will consider only those communications and/or inquiries submitted in writing to the individual below on or before the date and time specified in Section 1.6, "Approximate Calendar of Events." To the extent FAMU determines, in its sole discretion, to respond to any communications and/or inquiries, such response will be made in writing and posted on the Bonfire Website. FAMU shall not accept or consider any written or other communications and/or inquiries (except a Proposal) made between the date of this deadline and the posting of an award, if any, under this RFP.

Jenifer Frye, Office of Procurement Services
2380 Althea Gibson, Suite 214
Tallahassee, FL 32307
Procurement.officer@famuhub.com
Phone (850) 599-3203

Advance notice of public meetings regarding this RFP, if FAMU determines in its sole discretion whether any such meetings will be held, will be posted on the Bonfire website:

<https://famuhub.com/portal/?tab=openOpportunities>

FAMU reserves the sole discretion over the conduct of such meetings and the extent, if any, that public attendees may participate in such meetings. FAMU also reserves the right and sole discretion to REJECT any proposal at any time on grounds that include, without limitation, either that a proposal is nonresponsive to the RFP or is incomplete or irregular in any way, or that a responsive proposal is not in FAMU's best interest.

1.6 Approximate Calendar of Events

Listed below are the dates and times by which stated actions should be taken or completed. If FAMU determines, in its sole discretion, that it is necessary to change any of these dates and times, it will issue an Addendum to this RFP. All listed times are Eastern Standard Time (EST).

Date/Time	Action
4/07/2026	Request for Proposal Advertised / Released
4/16/2026	Mandatory Site Visit: (Include Plant Operations and Maintenance 2380 Althea Gibson Way Suite 214, Tallahassee, FL. 32307 at 10 am.)
4/27/2026	Deadline for submitting questions and/or inquiries or requests for changes by 2:30 PM in writing only; preferably by email to Procurement.officer@famuhub.com
4/27/2026	Responses to inquiries and Addenda, if any, Posted on Bonfire Website: https://famuhub.com/portal/?tab=openOpportunities
5/12/2026	Deadline for Proposal submission at 2:30PM NOTE: All RFP Responses must be submitted via the Bonfire website: https://famuhub.com/portal/?tab=openOpportunities RFP Opening: FAMU Office of Procurement Services, 2380 Althea Gibson Way, Suite 214, Tallahassee, Florida 32307 https://famuhub.com/j/98840359731
5/18/2026	Posting of the Intent to Award (or other Notice(s) as Appropriate)
5/21/2026	End of 72-hour Protest Period

1.7 Proposers' Communications and/or Inquiries

- A. FAMU is not liable for interpretations/misinterpretations or other errors or omissions made by the Proposer in responding to this RFP. The Proposer shall examine this RFP to determine if FAMU's conditions and requirements are clearly stated. If, after examination of the various conditions and requirements of this RFP, the Proposer believes there are any conditions or requirements which remain unclear or which restrict competition, the Proposer may request, in writing, that FAMU clarify or change condition(s) or requirement(s) specified by the Proposer. The Proposer must provide the Section(s), Subsection(s), Paragraph(s), and page number(s) that identify the conditions or requirements questioned by the Proposer. The Proposer also must provide detailed justification for a change and must recommend specific written changes to the specified condition(s) or requirement(s). Requests for changes to this RFP must be received by FAMU not later than the date shown in Section 1.6., entitled "Approximate Calendar of Events," for the submittal of written communications and/or inquiries. **The Proposer's failure to communicate, inquire, or request changes by the date described above shall be considered to constitute the Proposer's acceptance of all of FAMU's conditions and requirements. Proposers shall not be silent on concerned conditions and requirements before submittal of proposal with the hope of negotiating a change of those conditions and requirements after award of a contract resulting from this RFP. Proposers disagreeing with any conditions and requirements shall act to resolve the difference prior to proposal opening. Failure to accept said conditions and requirements after contract award is grounds for rejection of that proposal and the university may seek to award the contract to the next favorable proposer.** FAMU shall in its sole discretion determine what requested changes to this RFP are acceptable. FAMU shall issue an Addendum reflecting the acceptable changes to this RFP, if any, which shall be posted on the Bonfire Website as specified in Section 1.5.
- B. Any communications and/or inquiries from the Proposer concerning this RFP in any way must be submitted in writing to the Authorized FAMU Representative listed in Section 1.5 as set forth in the Approximate Calendar of Events. Inquiries must be intelligible and concise and must clearly identify the Proposer who is submitting the inquiry.

1.8 Proposers' Conference and Site Visit

Mandatory Site Visit and Surveys: As set forth in Section 1.6 Approximate Calendar of Events. All interested proposers must attend, if event is listed.

1.9 Written Addenda

Written Addenda to this RFP along with an Addenda Acknowledgment Form will be posted on the Bonfire Website. The Addenda Acknowledgment Form shall be signed by an authorized representative of the Proposer, dated and returned with the proposal.

1.10 Proposal Due Date

Proposer's response to this RFP shall be prepared in accordance with Section 3.0., "Required Proposal Format". Proposals are due at the time and date specified in Section 1.6., "Approximate Calendar of Events" and must be received, via Bonfire Website, by FAMU's Authorized Representative in FAMU's Office of Procurement Services, 2380 Althea Gibson, Room 214, Tallahassee, Florida 32307, no later than **2:30 PM**, on the date set forth in the Approximate Calendar of Events, according to the time clock in FAMU's Office of Procurement Services.

Proposals or amendments to proposals that arrive after the date and time set forth in the Approximate Calendar of Events, will not be accepted/considered for any reason whatsoever. Telephone, including facsimile and electronic mail, and/or amendments to proposals shall not be accepted at any time.

Proposals will be accepted up to 2:30 PM, as set forth in the Approximate Calendar of Events, and no proposals may be withdrawn after the deadline for proposal submission time and date shown above. Proposals must be submitted to <https://famubonfirehub.com/portal/?tab=openOpportunities>. The proposal must be submitted in a PDF format.

1.11 Proposal Opening Date

Proposals will be opened, via Bonfire Portal, in FAMU's Procurement Office as set forth in the Approximate Calendar of Events.

1.12 Posting of Intent to Award

The intent to award a contract, if any, for this RFP will be posted for review by interested parties in Bonfire and on the FAMU Office of Procurement Services Website (see links below) and will remain posted for a period of seventy-two (72) hours (three (3) business days).

<https://famubonfirehub.com/portal/?tab=openOpportunities>
<http://www.famu.edu/index.cfm?Purchasing&NoticeofPosting>

- A. If the Proposer desires to protest the recommendation to award a contract, if any, the Proposer must file with FAMU:
 1. A written notice of intent to protest within seventy-two (72) hours (three (3) business days) of the posting of the recommended award. FAMU shall not extend or waive this time requirement for any reason whatsoever.
 2. A formal written protest by petition within ten (10) calendar days of the date on which the notice of intent to protest is filed. FAMU shall not extend or waive this time requirement for any reason whatsoever.
- B. Failure to file in writing either a notice of intent to protest or a formal protest by petition within the time prescribed in FAMU Regulation 6.005 and Section 120.57 (3), Florida Statutes, shall constitute a waiver of all proceedings under the aforementioned authority.

- C. A formal written protest by petition must be accompanied by a Protest Bond payable to FAMU in the amount of \$10,000 or 10% of FAMU's estimate of the total value of the proposed contract, whichever is less. The form of the Protest Bond shall be a cashier's check or money order made payable to FAMU.
- D. In addition to all other conditions and requirements of this RFP, FAMU shall not be obligated to pay for information obtained from or through the Proposer, or any of proposer's expenses associated with responding to the RFP.

1.13 Proposal Validity Period

Any submitted proposal, shall in its entirety, remain a valid proposal for one hundred twenty (120) days after the proposal submission date.

1.14 Disposition of Proposals

All proposals become the property of the FAMU, and the FAMU shall have the right to use all ideas, and/or adaptations of those ideas, contained in any proposal received in response to this RFP. Any parts of the proposal or any other material(s) submitted to FAMU with the proposal that are copyrighted or expressly marked as "confidential", "proprietary", or "trade secret", will be exempted from the "open records disclosure requirements" of Chapter 119, Florida Statutes, but only to the extent expressly authorized by Florida law. FAMU's selection or rejection of a proposal will not affect this exemption.

1.15 Economy of Presentation

Each proposal shall be prepared simply and economically, providing a straightforward, concise description of the Proposer's capabilities to satisfy the conditions and requirements of this RFP. Fancy bindings, colored displays, and promotional material are not desired. Emphasis in each proposal must be on completeness and clarity of content. To expedite the evaluation of proposals, it is **mandatory** that Proposers follow the format and instructions contained herein. FAMU is not liable for any costs incurred by any Proposer in responding to this RFP including, without limitation, costs for oral presentations requested by FAMU, if any.

1.16 Restricted Discussions/Submissions

From the date of issuance of the RFP until FAMU takes final agency action, the Proposer must not discuss the proposal or any part thereof with any employee, agent, or representative of FAMU except as expressly requested by FAMU in writing. Violation of this restriction will result in REJECTION of the Proposer's proposal.

1.17 Verbal Instructions Procedures

No negotiations, decisions, or actions shall be initiated or executed by the Proposer as a result of any discussions with any FAMU employee. Only those communications that are in writing from the authorized FAMU representative identified in Section 1.5 of this RFP. Only communications/inquiries from the Proposer that are signed in writing and delivered on a timely

basis, i.e., not later than **2:00PM, EST** as set forth in the Approximate Calendar of Events will be recognized by FAMU as duly authorized expressions on behalf of the Proposer.

1.18 State Licensing Requirements

All corporations seeking to do business with the State of Florida shall, at the time of submitting a proposal in response to this RFP, either be on file or have applied for registration with the Florida Department of State in accordance with the provisions of Chapter 607, Florida Statutes. A copy of the registration/application must be furnished to FAMU when submitting the proposal. The successful Proposer, if any, shall be on file with the Florida Department of State at the time of execution of a contract resulting from this RFP, if any. Similarly partnerships seeking to do business with the State shall, at the time of submitting such a proposal, have complied with the applicable provisions of Chapter 620, Florida Statutes.

A Certificate of Status shall be required indicating that the Proposer is a corporation or other legal entity. If subcontractors are used, a statement shall also be required indicating that all subcontractors are registered with the State of Florida in accordance with Chapter 607 or 620, Florida Statutes, providing their corporate charter numbers. For additional information, the Proposer shall contact the Florida Secretary of State's Office at: Corporations (850) 245-6052, option 2; limited liability or partnership companies (850)245-6051; or www.sunbiz.org

1.19 Parking

The successful Proposer, if any is selected by FAMU, shall ensure that all vehicles parked on campus for purposes relating to work resulting from this RFP shall have proper parking permits. All vehicles must be registered with FAMU's Parking Services Department, and Proposer must purchase parking permits. Proposer's vehicles shall observe all parking rules and regulations. Failure to obtain parking permits, properly display them, and otherwise comply with all FAMU's parking rules and regulations could result in tickets and/or towing at the expense of Proposer or Proposer's employee. For additional parking information, contact FAMU's Parking Services Department at (850) 561-2205.

1.20 Definitions

University - Refers to Florida A&M University (FAMU), its Board of Trustees, officers, employees, agents, and representatives.

FAMU'S Contract Administrator - The University's designated liaison with the Proposer. In this matter FAMU's Contract Administrator will be the Authorized FAMU Representative listed in Section 1.5.

Proposer - Anyone who submits a timely proposal in response to this RFP.

Successful Proposer - The firm or individual who is the recommended recipient of the award of a contract under this RFP.

Contract - The formal bilateral agreement signed by a representative of the University and the Vendor which incorporates the requirements and conditions listed in this RFP, Vendor's proposal, and State and University mandated terms.

Contract Manager - After contract award a liaison from the user department will oversee the contractor's performance and report as needed to the contract administrator.

University Debris Manager - The FAMU official designated by the University to serve as the primary point of contact and oversight authority for all debris management and debris monitoring operations. This individual coordinates directly with debris removal contractors and ensures compliance with FEMA documentation standards.

Debris Management Site (DMS) - A temporary location approved by the University for the staging, reduction, segregation, and/or transfer of disaster-generated debris before final disposal.

Automated Debris Management System (ADMS) - An electronic system used to track debris removal and disposal in real time, providing GPS, photographic, and load ticket documentation for FEMA reimbursement and audit compliance.

Florida Division of Emergency Management (FDEM) - The State agency responsible for coordinating disaster preparedness, response, recovery, and mitigation under Chapter 252, Florida Statutes.

FEMA - The Federal Emergency Management Agency, U.S. Department of Homeland Security, is responsible for administering disaster assistance under the Stafford Act.

Public Assistance (PA) Program - The FEMA grant program provides Federal assistance to State, Tribal, and local governments, and eligible private nonprofit facilities to respond to and recover from major disasters or emergencies.

Debris Removal Contractor - The firm(s) engaged by FAMU for the physical collection, hauling, reduction, and disposal of disaster-generated debris.

Monitoring Services - Independent oversight activities performed by the Contractor under this RFP to verify debris removal operations, documentation accuracy, and FEMA eligibility compliance.

Temporary Debris Staging and Reduction Site (TDSRS) - A designated location used for the temporary storage, volume reduction, and processing of disaster debris prior to final disposal or recycling.

Emergency Operations Center (EOC) - The University's centralized command and coordination facility for managing preparedness, response, and recovery operations during an emergency or disaster.

Affirmative Steps - Actions taken to ensure participation of small, minority, women-owned, and labor-surplus-area firms as required by 2 C.F.R. § 200.321.

Reasonable Costs - Costs that are necessary, allocable, and compliant with Federal cost principles as defined in 2 C.F.R. Part 200, Subpart E.

Sovereign Immunity - The University's legal protection under Section 768.28, Florida Statutes, limits liability and precludes waivers except as specifically authorized by law.

Public Assistance Debris Monitoring Guide -

https://www.fema.gov/sites/default/files/documents/fema_debris-monitoring-guide_sop_3-01-2021.pdf

1.21 Procurement Rules

- A. FAMU has established for purposes of this RFP that the words "shall," "must," or "will" are equivalent in this RFP and indicate a mandatory requirement or condition, the material deviation from which shall not be waived by FAMU. A deviation is material if, in FAMU's sole discretion, the deficient response is not in substantial accord with this RFP mandatory conditions requirements.
- B. The words "should" or "may" are equivalent in this RFP and indicate very desirable conditions, or requirements but are permissive in nature. Deviation from, or omission of, such a desirable condition or requirement will not in and of itself cause automatic rejection of a proposal but may result in the proposal being considered as not in the best interest of FAMU.
- C. **The Proposer must agree to abide by each mandatory condition and requirement included in this RFP.**
- D. The Proposer is solely responsible for the accuracy and completeness of its proposal. The Proposer's errors or omissions, if any, are solely at the risk of the Proposer and may be grounds for FAMU's REJECTION of the proposal.

1.22 Force Majeure

No default, delay or failure to perform on the part of FAMU shall be considered a default, delay or failure to perform otherwise chargeable, hereunder, if such default, delay or failure to perform is due to causes beyond either FAMU's reasonable control including, but not limited to, strikes, lockouts, actions or inactions of governmental authorities, epidemics, war, embargoes, fire, earthquake, acts of God, default of common carrier. In the event of such default, delay, or failure to perform due to causes beyond FAMU's reasonable control, any date or times by which either party is otherwise scheduled to perform shall be extended automatically for a period of time equal in duration to the time lost by reason of the cause beyond the reasonable control of FAMU.

1.23 Limitation of Remedies, Indemnification, and Insurance

- A. The Attorney General of the State of Florida has rendered an opinion that agencies of the State of Florida cannot contractually limit the State's right to redress. Consequently, any proposal by Proposer to limit the Proposer's liabilities to the State or to limit the State's remedies against the Proposer is unacceptable and will result in the REJECTION of the Proposer's proposal.
- B. As an agency of the State of Florida, FAMU's liability is regulated by Florida law. Except for its' employees acting within the course and scope of their employment, FAMU shall

not indemnify any entity or person. The State of Florida is self-insured to the extent of its liability under law and any liability in excess of that specified in statute may be awarded only through special legislative action. Accordingly, FAMU's liability and indemnification obligations under this RFP and the resulting contract, if any, shall be effective only to the extent required by Florida law; and any provision requiring FAMU to provide insurance coverage other than the State of Florida self-insurance shall not be effective.

Under this RFP and the resulting contract, if any, the Proposer must hold FAMU and those in privity with FAMU, and their governing boards, officers, employees, and agents harmless from and indemnify each of them against any and all liabilities, actions, damages, suits, proceedings and judgments from claims arising or resulting from the acts and omissions of the Proposer and those under the Proposer's supervision and control; provided, however, such indemnification shall not include any amounts for consequential damages and shall be limited to proven damages in an amount not to exceed the required insurance policy limits of the Proposer.

- C. The Proposer shall obtain, maintain, and pay for insurance in the categories listed in the following insurance schedule. It is not the intent of this schedule to limit the types of insurance otherwise required by this RFP or that which the Proposer may desire to obtain. The insurance coverage in each category shall meet or exceed the minimum limits set forth in the insurance schedule below. All such insurance policies must be with insurers qualified to do business in Florida. The insurance shall cover all of the Proposer's operations under the contract resulting from this RFP, if any, and shall be effective throughout the effective period of such contract. FAMU, its Board of Trustees, the Florida Department of Education, and the State of Florida, shall be included as additional named insured on each of Proposer's policies. **The Proposer shall furnish FAMU proof of Proposer's insurance coverage by original ACCORD certificates of insurance no later than five (5) days after the contract resulting from this RFP, if any, is executed. Before commencement of work under the contract resulting from this RFP, if any, the Proposer shall submit evidence that it and all of its subcontractors, if any, have obtained full insurance coverage set forth in the following schedule.** See also Section 1.34 below entitled "Subcontracts." FAMU shall always be exempt from, and in no way be liable for, any sums of money which may represent a deductible in any of Proposer's or Proposer's subcontractors' insurance policies. The payment of such deductible shall be the sole responsibility of the Proposer and/or Proposer's subcontractor that obtained the insurance. The Proposer shall always promptly notify FAMU of any change in insurance coverage or carrier by it or any of its subcontractors. See also Section 1.34 entitled "Subcontracts."

SCHEDULE:

Policy

Worker's Compensation	Statutory
*Comprehensive General Liability Insurance:	
(1) Bodily Injury Liability	\$1,000,000 each accident
(2) Property Damage Liability	\$1,000,000 occurrence \$1,000,000 aggregate
(3) Comprehensive Automobile Liability Insurance:	

(a)	Bodily Injury Liability	\$500,000 each person \$2,000,000 each occurrence
(b)	Property Damage Liability	\$500,000 each occurrence
(c)	Excess Umbrella Liability	
	Combined Single Limit Bodily Injury Injury and/or Property Damage	\$10,000,000 each occurrence \$10,000,000 aggregate

*Comprehensive Liability to include but not be limited to:

- (1) Consumption or Use of Products
- (2) Existence of Vehicles, Equipment or Machines on Location
- (3) Contractual Obligations to Customers

A. WORKER'S COMPENSATION - Limit of liability as provided by Worker's Compensation Law, State of Florida

The contractor shall secure and maintain during the life of this agreement, Worker's Compensation Insurance for all his employees connected with the work of this project and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all the latter's employees unless such insurance shall comply fully with the Florida Worker's Compensation Law. In case any class of employees engaged in hazardous work under this contract at the site of the project is not protected under Worker's Compensation statute, the Contractor shall provide, and cause each subcontractor to provide, adequate insurance satisfactory to the purchaser, for protection of his employees not otherwise protected. If there is an instance where the Contractor is subcontracting the required services with a vendor who is not required by Florida Statute to cover their employees by Worker's Compensation, the Contractor must obtain prior approval of the subcontractor by the Florida A&M University.

1.24 Term of Contract

Each contract resulting from this RFP, if any, will be for a three (3) year period with an effective date not later than June 1, 2026, or upon execution, whichever is earlier; having the option to renew for an additional two (2) one (1) year periods pending mutual consent.

1.25 Cancellation /Termination of Contract

Any contract established as a result of this RFP may be unilaterally canceled by FAMU for refusal by Proposer to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the Proposer in conjunction with this RFP or the resulting contract. FAMU also may terminate such contract resulting from this RFP, if any, without cause on thirty (30) days advanced written notice to the Proposer. The parties to such contract may terminate the contract at any time by mutually consenting in writing, either party may terminate such contract immediately and also for breach by the other that remains substantially uncured after thirty (30) days' advanced written notice to the breaching party, which notice describes the breach in detail sufficient to permit cure by the breaching party.

1.26 Assignment and Amendment of Contract

Neither the contract resulting from this RFP, if any, nor any duties or obligations under such contract shall be assignable by the Proposer without the prior written consent of FAMU. Any contract resulting from this RFP may be amended only in writing signed by the Proposer and FAMU with the same degree of formality evidenced in the contract resulting from this RFP.

1.27 Independent Parties

Except as expressly provided otherwise in the contract resulting from this RFP, if any, FAMU and the Proposer shall remain independent parties and neither shall be an officer, employee, agent, representative or co-partner of, or a joint-venture with, the other.

1.28 Performance Investigations

As part of its evaluation process, FAMU may make investigations to determine the ability of the Proposer to perform under this RFP. FAMU reserves the right to REJECT any proposal if the Proposer fails to satisfy FAMU that it is properly qualified to carry out the obligations under this RFP.

1.29 Severability

If any provision of the contract resulting from this RFP, if any, is contrary to, prohibited by, or deemed invalid by applicable laws or regulations of any jurisdiction in which it is sought to be enforced, then said provision shall be deemed inapplicable and omitted and shall not invalidate the remaining provisions of such contract.

1.30 Notices

All notices and all other matters pertaining to the contract resulting from this RFP, if any, to a party shall be in writing, shall be hand delivered, or sent by registered or certified U.S. Mail, return receipt requested, and shall be deemed to have been duly given when received by the addressee at the address listed below:

Avery McKnight, General Counsel
Office of General Counsel
1601 S. Martin Luther King, Jr. Blvd
300 Lee Hall
Tallahassee, FL 32307

Stephany Fall, Chief Procurement Officer
Office of Procurement Services
2380 Althea Gibson,
Suite 214
Tallahassee, FL 32307

1.31 Contract Manger

Laurette Scott, Executive Director
Plant Operations and Maintenance
Facilities, Planning, Construction, and Safety
Florida A&M University
2400 Althea Gibbs Way, Suite 102
Tallahassee, FL 32307-6400
Laurette.Scott@famuedu

1.32 Governing Law and Venue

This RFP and resulting contract, if any, and any disputes there under will be governed by the laws of the State of Florida and shall be deemed to have been executed and entered in the State of Florida. Any such contract shall be construed, performed, and enforced in all respects in accordance with the laws and rules of the State of Florida, and any provision in such contract in conflict with Florida law and rules shall be void and of no effect. FAMU and Proposer hereby agree that this RFP and resulting contract, if any, shall be enforced in the courts of the State of Florida and that venue shall always be in Leon County, Florida.

1.33 Liaison

FAMU's liaison with the successful Proposer, if any, shall be Stephany Fall, Chief Procurement Officer.

1.34 Subcontracts

The Proposer is fully responsible for all work performed under the contract resulting from this RFP, if any. The Proposer may, with the prior written consent of FAMU, enter written subcontract(s) for performance of certain of its functions under such contract. The subcontractors and the amount of the subcontract(s) shall be identified in the Proposer's response to this RFP. No subcontract shall be implemented or effective until approved in writing by FAMU. No subcontract(s), which the Proposer enters under the contract resulting from this RFP, if any, shall in any way relieve the Proposer of any responsibility for performance of its duties under such contract. Proposer is responsible to fully notify any subcontractor(s) of their responsibilities under any subcontract and applicable law. All payments to subcontractors shall be the sole responsibility of the Proposer.

1.35 Employment of FAMU Personnel

The Proposer shall not, without FAMU's prior written consent, knowingly recruit for engagement, on a full time, part time, or other basis during the period of this RFP and any resulting contract, any individuals who are or have been FAMU employees at any time during such period, except for FAMU's regularly retired employees, or any adversely affected State employees.

1.36 Equal Opportunity Statement

The State of Florida and FAMU subscribe to equal opportunity practices, which conform to both the spirit and the letter of all laws against discrimination and are committed to non-discrimination based on race, creed, color, sex, age, national origin, religion, veteran or marital status, or disability. Proposer commits to the following:

- A. The provisions of Executive Order 11246, September 24, 1965, as amended by Executive Order 11375, and the rules, regulations and relevant orders of the Secretary of Labor that are applicable to each order placed against the contract resulting from this RFP, if any, regardless of value.

- B. The Proposer, if any, awarded a contract under this RFP shall agree to comply with the Americans with Disabilities Act (ADA) of 1990.
- C. If the Proposer anticipates receiving \$10,000 in orders during the first 12 months of the contract, if any, resulting from this RFP, Proposer must complete a Certificate of Non-Segregated Facilities form and attach the form to the proposal. A sample certificate is attached as **APPENDIX V**.
- D. If the Proposer anticipates receiving \$50,000 in orders during the first 12 months of the contract, if any, resulting from this RFP, and employs more than 50 people, the Proposer must complete and file prior to March 1 of each year a standard form 100 (EEO-1).
- E. If the Proposer anticipates receiving \$50,000 in orders during the first 12 months of the contract, if any, resulting from this RFP, and employs more than 50 people, the Proposer must maintain a written program for affirmative action compliance that is accessible for review upon request by FAMU.
- F. Proposers shall identify its company's government classification at time of proposal submittal. Proposer's identity will not foster special consideration during this RFP process; this is only for informational purposes for reporting.

1.37 Waiver of Rights and Breaches

No right conferred on FAMU by this RFP or resulting contract, if any, shall be deemed waived and no breach of any such contract excused, unless such waiver of right or excuse of breach shall be in writing and signed by FAMU's signatory. FAMU's waiver or excuse of a breach by the other party shall not constitute a waiver or excuse of any other breach.

1.38 Headings Not Controlling

Headings used in any contract resulting from this RFP are for reference purposes only and shall not be considered to be a substantive part of such contract.

1.39 Employee Involvement/Covenant Against Contingent Fees

In accordance with Section 112.3185, Florida Statutes, the Proposer hereby certifies that, to the best of its knowledge and belief, no individual employed by the Proposer or subcontracted by the Proposer has an immediate relationship to any employee of FAMU who was directly or indirectly involved in any way in the procurement of the contract, if any, resulting from this RFP or goods or services there under. Violation of this section by Proposer shall be grounds for cancellation of such contract. The Proposer also warrants that no person or selling agency has been employed, engaged or retained to solicit or secure any contract resulting from this RFP or any advantage hereunder upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, or in exchange for any substantial consideration bargained for, excepting that which is provided to the Proposer's bona fide employees or to bona fide professional commercial or selling agencies or in the exercise of reasonable diligence shall have been known by the State to be maintained by the Proposer for the purpose of securing business for Proposer. In the event of the Proposer's breach or violation of this warranty, FAMU shall, subject to Proposer's rights under Chapter 120, Florida Statutes, have the right, at its option, to

annul any contract resulting from this RFP without liability, to deduct from the charges otherwise payable by FAMU under such contract the full amount of such commission, percentage, brokerage, or contingent fee, and to pursue any other remedy available to FAMU under such contract, at law or in equity.

1.40 Site Rules and Regulations

Proposer shall use its best efforts to assure that its employees and agents, while on FAMU's premises, shall comply with the State's, Florida Board of Governors (BOG) and FAMU's Board of Trustees (BOT) site rules and regulations, if any.

Contractor will assure that any employee to be present on any FAMU site, for any reason whatsoever, is not a registered sex offender or sexual predator. The contractor will not allow persons to enter University property if their backgrounds indicate they would be a threat to others. All employees of contract must be identified by wearing uniform and name tags.

1.41 Travel Expense

Proposer shall not under this RFP or any resulting contract charge FAMU for any travel expenses, meals, and lodging without FAMU's prior written approval. Upon obtaining FAMU's prior written approval, Proposer may be authorized to incur travel expenses payable by FAMU to the extent and means provided by Section 112.061, Florida Statutes. Any expenses in excess of the prescribed amounts shall be borne by the Proposer.

1.42 Taxes

The State of Florida is a tax-immune sovereign and exempt from the payment of all sales, use and excise taxes. The Proposer shall be responsible to pay any such taxes imposed on taxable activities/services under the contract, if any, resulting from this RFP.

1.43 Contractual Precedence

The agreement that results from this RFP and any attachments and/or addenda that are executed by University's duly authorized signatory constitutes the entire and exclusive agreement between the parties. Attachments and/or addenda may include but are not limited to FAMU Request for Proposal ("RFP") including all the University's RFP specifications, and the Proposer's RFP response. In the event of any conflict or inconsistency between the aforementioned documents, the order of precedence is:

- A.** The Agreement
- B.** University's RFP and RFP specifications
- C.** Proposer's RFP response
- D.** Any other attached document signed by the University's official signatory at the time of Agreement is executed.

1.44 Use of Contract by Other Government Agencies

At the option of the vendor/contractor, the use of the contract resulting from this solicitation may be extended to other Universities, governmental agencies, including the State of Florida, its agencies, political subdivisions, counties, and cities.

Each governmental agency allowed by the vendor/contractor to use this contract shall do so independent of any other governmental entity. Each agency shall be responsible for its own purchases and shall be liable only for good or services ordered, received, and accepted. No agency receives any liability by virtue of this RFP and subsequent contract award.

1.45 Annual Appropriations

FAMU's performance and obligation to pay under any contract resulting from this RFP will be subject to and contingent upon the availability of funds appropriated by the Florida Legislature or otherwise lawfully expendable for the purposes of such contract for the current and future periods (Section 287.0582, Florida Statutes). FAMU shall give notice to Proposer of the non-availability of such funds when FAMU has knowledge thereof. Upon receipt of such notice by Proposer, Proposer shall be entitled to payment only for those services performed prior to the date notice is received.

1.46 Price Preference for Florida Vendors

For purchases of tangible personal property, the 2012 Florida Legislature enacted economic development laws establishing certain conditions and circumstances which, when applicable, require the granting of price preferences to businesses whose "principal place of business" is the State of Florida.

- A vendor's principal place of business" is determined as follows:
 1. If the vendor is an individual or a sole proprietorship, its "principal place of business" is in the state where the vendor's primary residence is located.
 2. If the vendor is a business organization, its "principal place of business" is in the state where the majority of the vendor's executive officers direct the management of the vendor's business affairs.
- Personal Property: When the lowest responsible and responsive proposal is submitted by a proposer whose principle place of business is in a state or political subdivision outside the State of Florida, which grants a preference for the purchase of commodities when awarding the bid or calculating the cost in a proposal, the University must apply a preference which is equal to the preference granted by the state or political subdivision in which the lowest responsible and responsive proposer has its principle place of business. If the lowest responsive and responsible proposer in that state does not grant a preference in competitive solicitation to companies having a principal place of business in that state, the preference granted to the lowest responsible and responsive proposer having a principal place of business in Florida shall be five (5) percent.
- Proposers whose principal place of business is outside the state of Florida must include, with their RFP response document, a written statement, signed by an attorney at law licensed to practice in the proposer's state (referred to as their "principal place of

business" in the law), detailing geographical price preferences, if any or none, granted by the laws of that state or political subdivision.

1.47 Evaluation Criteria and Selection Process

- A. FAMU reserves the right to conduct negotiations with the highest ranked proposer(s). Discussions with proposers after receipt of a proposal do not constitute a rejection or counteroffer by FAMU.

In the event the Vice President of Finance and Administration in consultation with the President determines it to be in FAMU's best interest to enter negotiations, the following shall apply:

1. Establish an evaluation committee tailored for the acquisition that includes appropriate expertise to ensure a comprehensive evaluation of proposals. The Committee will review all responsive proposals and develop a ranked order of proposers based on the points given each evaluation criteria contained herein.
 2. Develop the acquisition plan (strategy to award with or without negotiations) after review of proposals.
 3. Ensure consistency among the solicitation requirements, notices to proposers, proposal preparation instructions, evaluation criteria, solicitation provisions or contract clauses, and data requirements.
 4. Ensure that proposals are evaluated based solely on the evaluation criteria contained in the solicitation.
 5. Consider the recommendations of the evaluation committee in determining which proposer(s) to enter into negotiations; and
 6. Select the negotiation team. This can be the evaluation team or any other individual(s) the Vice President of Finance and Administration deems necessary for the acquisition. The negotiation team will invite the highest ranked proposer(s) falling within the desired competitive range to enter into negotiations.
- B. All proposals shall be initially evaluated based on weighted criteria set forth in the table below by members of an evaluation committee. Each evaluation committee member shall function independently of all persons including, without limitations, the other committee members, and, throughout the entire evaluation process, each evaluation committee member is strictly prohibited from meeting with or otherwise discussing this RFP and any aspect thereof including, without limitation, the proposals and their content with any other individual whatsoever. After thoroughly reading and reviewing this RFP, each evaluation committee member shall conduct an independent evaluation of the proposals in accordance with the weighted evaluation criteria set forth in the following Table A:

Table A – Evaluation of Responses

Criteria	Max Points
Qualifications; Experience with a University	25
Staffing Plan	15
References	10
Total Cost	50
Evaluation of Responses Points Total	100

The recommendation of the Evaluation Committee will be submitted to the Chief Procurement Officer, along with the final agreed upon terms, for review and approval and to the designated decision maker for a final decision regarding award. The University Official considers the Evaluation Committee’s recommendation and final agreed upon terms, as applicable, and determines which vendor(s) to enter into a Contract with.

If an award is made as a result of the RFP, an Intent to Award will be posted to the FAMU Office of Procurement Services website for seventy-two (72) hours once the decision maker makes the final decision.

FAMU is not obligated to make an award under or as a result of this RFP or to award such contract, if any, on the basis of lowest cost or highest commission proposed. FAMU reserves the right to award such contract, if any, to the Proposer(s) submitting a proposal that FAMU, in its sole discretion, determines is in FAMU’s best interest.

1.48 Supervision

All supervision as required for the execution of those contractual responsibilities assumed by the contractor shall be done by the contractor or his/her designated representative. Florida A & M University will manage this contract and reserve the right to overrule any decision made by the Contractor.

1.49 Damages

Contractor shall be responsible for the repair/replacement to the satisfaction of Florida A & M University’s representative of any damage to the facility caused by any employee of the contract.

1.50 Contractor’s Representative

A representative of the Contractor shall be appointed within 24 hours after receipt of contract, and this person shall be available as deemed necessary by the Contractor for purposes of reporting problems, requesting schedule changes, etc.

The proposer shall be allowed twenty-four (24) hours to correct any inspection deficiency or complaint for repair or services that does not interrupt the building operations or results in health and/or safety hazards to buildings and/or occupant.

1.51 Submittal

Please refer to the submittal instructions titled **Submission Instructions for Suppliers**, listed on our Bonfire website, to submit your RFP Response. Proposals not submitted on the forms included with these solicitation documents shall be rejected.

- a. Request for Proposal Acknowledgement form, completed and signed
- b. Three (3) references; including name of company, contact person and phone number.
- c. Notice of Conflict of Interest
- d. Technical Qualifications
- e. Price Sheet
- f. Staffing Matrix
- g. Past contracts and proven performance
- h. Non-Collusion Affidavit
- i. State of No Involvement
- j. Certificate of Non-Segregated Facilities form (if applicable; see Section 2.31C)
- k. Acknowledgment of Amendments Issued by the University
- l. Florida Department of State Certificate of Status

Each Proposer is responsible for ensuring that its proposal is delivered at the proper time, as stated in Section 1.6 Approximate Calendar of Events. The University shall not consider late proposals. PROPOSALS MUST BE RECEIVED VIA THE BONFIRE WEBSITE before 2:00 P.M. on the date specified in Section 1.6 Approximate Calendar of Events.

2.0 SCOPE OF WORK

The objective of this solicitation and subsequent contracting activity is to secure the services of an experienced debris monitoring Contractor who is capable of efficiently overseeing and monitoring the removal of large volumes of disaster-generated debris from a large area in a timely and cost-effective manner, and ensuring the lawful disposal of all debris. The successful Contractor must be capable of assembling, directing, and managing a workforce that can complete the debris monitoring operations in a maximum of 120 days. Contractor's personnel must be familiar with debris removal eligibility criteria outlined in the FEMA Public Assistance Program and Policy Guide.

The Respondent must be knowledgeable of FEMA and other applicable regulations, guidelines, and operating policies. The Respondent shall support the University during a disaster recovery effort and shall be responsible for all aspects of the debris monitoring process. The Respondent shall coordinate with the disaster debris removal Contractor(s) and the University to ensure a compliant, well-managed, and organized approach to debris collection and disposal that conforms to FEMA guidelines.

The Respondent shall oversee the debris removal and monitoring processes utilizing the following rules and regulations as guidance:

- The Stafford Act, Section 407
- The Stafford Act, Section 406
- 44 CFR § 206.224
- PA Program and Policy Guide FP104-009-2 / January 2016
- FEMA 321, Public Assistance Policy Digest
- FEMA 322, Public Assistance Guide
- FEMA 325, Debris Management Guide
- FEMA 327, Debris Monitoring Guide
- FEMA Disaster Assistance Policy 9523.4, Demolition of Private Structures
- FEMA Disaster Recovery Policy 9523.11, Hazardous Stump Extraction and Removal Eligibility
- FEMA Disaster Recovery Policy 9523.12, Debris Operations – Hand Loaded Trucks and Trailers
- FEMA Disaster Assistance Policy 9523.13, Debris Removal from Private Property
- FEMA Disaster Assistance Policy 9526.1, Hazard Mitigation Under Section 406 of the Stafford Act
- FEMA Disaster Specific Guidance – as Published specifically for this disaster declaration.

At the request of the University, the Respondent shall provide pre-event assistance in preparation for disasters through participation in meetings and workshops and the establishment of data management and other integrated systems. If requested by the University Respondent shall, at no cost to the University:

- Provide a list of key personnel and subcontractors that may be involved in the disaster debris monitoring activities to include facsimile, cell phone numbers, and e-mail addresses.
- Participate in annual workshops or planning meetings with University representatives and debris removal contractor(s) to establish/review applicable policies and procedures.

The scope of services to be provided includes Debris Monitoring and Administration, Debris Assessment, Collection Monitoring, Load Ticket Processing, DMS Monitoring, Debris Vehicle and Equipment Certification, Damage Complaint Tracking, Data Compilation and Reporting, Debris Contractor Payment Monitoring and Reconciliation Processing, Reporting and Coordinating with the University Debris Manager, FEMA Public Assistance and HMGP support and other related services as outlined in this Scope of Services, and as directed by the University.

When a major disaster occurs or is imminent, the University will contact the award Respondent to advise them of the intent to activate the contract. Monitoring Services will generally be limited to monitoring debris in, on, or brought to public streets and roads, right-of-way, University properties and facilities, and other designated sites. In preparation for an imminent hurricane strike, and/or other natural disaster, monitoring crews may be asked to stage outside the strike area. In this case, the monitoring award Respondent should be prepared to respond immediately.

2.1 Minimum Qualifications

The Respondent must demonstrate the following:

- Experience managing hurricane debris monitoring projects for at least five government entities involving a minimum of 100,000 cubic yards of debris for each client in the past 5 years.
- Documented knowledge and experience of Federal, State and Local emergency agencies, state and federal programs, funding sources and reimbursement processes.
- Experience with special disaster recovery program management services, including private property/right of-entry (ROE) work, waterways clean-up and reimbursement, FEMA appeals processing, hauler invoice reconciliation, and contracting.
- Respondents shall demonstrate ownership or licensing rights to an automated debris management system (ADMS) that enables real-time electronic tracking of debris collection, hauling, and disposal with GIS integration. Proof of availability of a minimum number of devices (10 or more) for University deployment is required, and
- Ability to deploy debris monitors within 72 hours from notice to proceed. When additional debris monitoring personnel are required to meet the contract's requirements, Respondent shall increase the number of debris monitors as needed.

2.2 Debris Monitoring and Administration

- A. The Contractor will provide debris monitors and debris monitoring services to assist the University with monitoring the operations of the disaster debris removal and disposal Contractor(s). The debris monitoring services to be provided are debris Contractor compliance monitoring and oversight, not professional engineering services. The University will provide a Project Manager to work directly with the Debris Collection Contractor and the Contractor. The University will provide debris management site(s) (DMS) for staging and/or disposal of storm debris.
- B. The Respondent shall appoint a qualified and experienced Project Manager for overall coordination and communication with the University. The Project Manager shall always remain on the job and be available to the University during the operational phases of the debris collection and disposal project. Respondent shall supply a sufficient number of

trained debris monitors and trained field supervisors to accommodate the volume of debris to be removed at loading sites, debris management sites, and/or final disposal sites. Respondent shall remove and replace employees immediately upon notice from the University Debris Manager for conduct or actions not in keeping with the Agreement.

- C. The debris removal and monitoring contractors shall coordinate daily to reconcile photographic logs, load tickets, and ADMS entries. The University Debris Manager will not certify quantities for reimbursement unless documentation from both contractors aligns and fully substantiates eligibility.
- D. The monitoring Contractor shall participate in daily reconciliation meetings with the debris removal Contractor to ensure alignment of documentation, including load tickets, ADMS entries, photographic logs, collection monitor reports, and tower monitor records. The purpose of these meetings is to reconcile discrepancies, validate eligibility determinations, and ensure that all debris records are complete, accurate, and compliant with FEMA requirements.
- E. Examples of project management and administrative responsibilities include but are not limited to:
- Coordinate daily briefings with key operational staff, University staff, and debris removal contractor(s) to review, formulate, and update debris assessment and removal operations and strategies. Schedule, manage, and conduct periodic meetings with field staff and contractors. Meetings shall be scheduled to avoid impeding, hindering, or delaying the debris removal contractor(s) or debris removal operations.
 - Provide daily reports of debris removal contractor total loads, cubic yards collected by debris type, a map of streets where debris has been collected, and other key operational statistics to the University Debris Manager or designee.
 - Coordinate daily scheduling, dispatching, and logistical operations of the field collection monitors.
 - Hire, train, deploy, and supervise all field collection monitors and staff.
 - Conduct debris surveys and perform debris estimation by debris types as requested by the University.
 - Maintain accurate records of all debris collection vehicles, including the measurements of the inside of the usable bed space, photographs, license information, vehicle identification decal issuance, and regular monitoring for vehicle modifications.
 - Track and coordinate responses to problems identified in the field, citizen complaints related to debris removal, including commercial and/or residential property damage claims as a result of debris removal. Respondent shall maintain, and make available to the University, a detailed GIS database of customer complaints and resolutions.
 - Make all reasonable efforts to ensure that DMS has access control and security. Conduct end-of-the-day duties and verify that all vehicles have left the DMS at the specified time established by the University.
 - Make all reasonable efforts to ensure the field collection monitors are accurately recording the streets and locations where debris was collected.

- Schedule work for all team members and subcontractors on a daily basis.
- Conduct inspections on a regular, predetermined, and random basis. Make all reasonable efforts to ensure the appropriate frequency of oversight is performed for all work crews, vehicles, and locations.
- Monitor the debris removal contractor(s) and DMS(s) for compliance with their contract with the University.
- Provide training to University staff in essential debris management and collection functions to ensure appropriate and responsive interface with disaster debris removal contractor(s), County, state, and federal agencies.
- Develop forms, databases, etc. for tracking field activities and submitting invoices for reimbursement.
- Set up schedules for monitors each day and coordinate cleanup crew assignments. Survey and maintain a list of areas with special needs, including but not limited to, hazardous stumps, trees, hangers/leaners, and debris types.
- Prepare daily tracking reports to document debris removal, DMS operations and final debris disposal for audit purposes. Maintain a database of debris managed, costs incurred, and reconcile debris removal contractor invoices.
- Compile records and assist the University with the preparation of required forms for reimbursement. If requested by the University, provide call center operators to receive and process calls from University staff with disaster debris collection concerns within the University.
- The ability to distinguish between debris generated by back-to-back events that fall under separate disaster declarations and must be documented appropriately.

2.3 Collection Monitoring

- A. In order to obtain maximum reimbursement, all debris loads shall be monitored in the field by collection monitors to ensure debris eligibility. The Respondent shall provide fully trained collection monitors to ensure proper and compliant documentation protocols are instituted and followed.
- B. The Contractor's collection monitors shall verify the eligibility of all debris prior to issuing or validating load tickets. Loads determined to be ineligible shall be documented and reported immediately to the University Debris Manager, and such loads shall not be certified for payment or reimbursement.
- C. The Respondent shall provide a field quality control team consisting of one field collection monitor per debris removal crew and at least one field supervisor for every five monitors unless otherwise approved by the University. This team shall monitor the debris contractors for contract compliance, efficiency, and regulatory compliance. The team shall provide daily feedback to the University through their Project Manager. All field team members shall be equipped by the Respondent with state-of-the-art technology, which shall include cameras, computers, communication devices with GPS, and other equipment as deemed necessary and/or appropriate.
- D. The Respondent shall establish a Quality Control Program. Examples of collection monitoring quality control tasks include, but are not limited to, the following:

- Verifying that all debris picked up is a direct result of the disaster.
- Accurately recording the addresses, streets, and locations where debris was collected.
- Verifying that the debris removal contractor(s) are working in their assigned collection areas and roads.
- Respondent shall stop work in progress immediately for improper monitoring documentation or work not being performed in the approved manner. The Respondent shall immediately notify the University Debris Manager to review the matter and provide a final resolution.
- Inspecting work in progress to ensure that removal efforts include debris of the proper type in the proper areas.
- Assuring compliance with University contracts by all debris removal contractors and subcontractors.
- Identifying eligible stumps, hangers, and leaners. Coordinating with the University and federal/state representatives to determine eligibility and ensuring that all necessary documentation (forms, photos, etc.) is completed for reimbursement purposes.
- Making all reasonable efforts to ensure that its employees and subcontractor(s) are working in compliance with all federal, state, and local safety regulations appropriate for the task being performed.
- Coordinating with the University to respond to problems in the field, such as property damage complaints, debris removal crew issues, other citizen complaints, etc.
- Neither the services performed by the Respondent under this Agreement nor the presence of the Respondent nor its employees and subcontractors at any site in performance of its services shall relieve the debris removal contractor or their subcontractors, the University, or any other entity of their obligation, duties, and responsibilities with respect to job site safety. Respondent has no authority to exercise any control over the debris removal contractor or their subcontractors, the University, or any other entity in connection with any health or safety precautions. The University shall have no responsibility for, advice on, or issue directions regarding or assume control over safety precautions and programs in connection with the services performed by the debris removal contractor, their subcontractors, or any other entity, except to the extent relating to Respondent's employees.

2.4 Photographic Documentation Standards

The Contractor shall ensure that field and site monitors take multiple digital photographs of every eligible item or debris category that may later be subject to FEMA validation. All photographs shall be geo-tagged and time-stamped. For hazardous trees, leaners, hangers, stumps, PPDR work, and any other debris category that may be subject to FEMA validation, the Contractor shall ensure that field and site monitors capture, at a minimum, before, during, and after images sufficient to demonstrate eligibility, threat, and completion of work. Each hazardous tree, hanger, or leaner deemed eligible for removal shall be documented with:

- a before photograph clearly showing the hazard;
- an after photograph following removal; and
- a context/wide-angle photograph demonstrating the threat to public health and safety.

Photographs shall be geo-tagged and uploaded into the Automated Debris Management System (ADMS). Documentation shall meet or exceed the requirements of the FEMA Public Assistance Program and Policy Guide (PAPPG v5) to ensure eligibility for reimbursement.

2.5 Automated Debris Management System (ADMS)

- A. The electronic debris management system shall at a minimum create load tickets electronically, eliminating the need for hand-written and scanned tickets. The system features shall include the following:
- Paperless electronic (handheld device) data collection.
 - Database shall be internet accessible to subcontractors, University, state, and other public entities on a need-to-know basis.
 - Minimal manual entry of load ticket data fields.
 - Automation of debris pickup location through use of satellite / GPS technologies.
 - Evaluation of daily event status using web-based reporting and GIS tools.
 - Facilitation of contractor invoice reconciliation, FEMA documentation, and applicant payment process enabled through an integrated database management system.

2.6 Debris Management Site Monitoring

- A. The Respondent shall be capable of conducting pre- and post-use environmental monitoring of the temporary Debris Management Site (DMS) locations to detect environmental contamination of the DMS, present before use or after closeout of DMS operations, if requested by the University. (Note: This is a service typically performed by the debris removal contractor.).
- B. All debris collected and disposed of, and certifications of collection vehicles shall be documented and monitored by the awarded respondent. The Respondent shall ensure that DMS and field collection monitors are deployed and operational commensurate with the beginning of debris collection and the establishment of debris site(s).
- C. The Respondent shall provide DMS monitors to observe debris unloading operations at the University's designated DMS(s). Respondent will provide DMS monitors that are available 24 hours a day, seven days a week. The University will determine hours of operation. A minimum of two DMS monitors are required per debris site. These staff members, in conjunction with the project management team and the debris contractor, shall coordinate the logistics of the DMS to ensure efficient traffic flow and proper handling of load tickets that document data for FEMA reimbursement (such as vehicle volume, type of debris, etc.). The Respondent shall observe vehicles entering and exiting the DMS and make reasonable efforts to ensure that vehicles are in compliance with their truck certifications (e.g., side boards in place, full tailgate, etc.). DMS monitors are expected to provide load quantifications consistent with FEMA monitors that may frequent the site. The awarded respondent's Project Manager or designee shall conduct field quality inspections to check and verify information on debris removal and at DMS locations throughout the University.

D. Examples of DMS monitoring tasks include, but shall not be limited to:

- Keeping accurate records of debris vehicles, cubic yard volume quantifications, time in and out, number of loads per day, and other data as requested by the University.
- Coordinating with local, state, and federal agencies as needed for DMS on issues such as notification, obtaining permits, determining reimbursement, etc.
- Providing preliminary assessment and documentation of DMS and assisting in the return of the site to its original conditions.
- Providing personnel to supervise the operation of DMS, including monitoring incoming loads of debris, processing of debris, and outgoing loads of processed debris.
- Conducting end-of-day activities, such as verifying completion of debris crew assignments, completing all record-keeping, and assuring that all vehicles have left the DMS.

2.7 Debris Vehicle & Equipment Certification

A. All debris hauling vehicles and equipment shall be measured and certified prior to performing debris removal. The Respondent shall complete a certification on each vehicle deemed appropriate for collection. In addition to completing vehicle certification forms, photographs must be taken of each vehicle, showing the vehicle number and type. These photographs shall be attached to the certification. Original copies of these certifications, including photographs, shall be retained by the Respondent on behalf of the University and provided to the University upon its request or project completion. Additional copies shall be provided to the debris removal contractor and the vehicle driver. Once these vehicles are certified, random verifications shall be performed at each DMS to ensure that no vehicle modifications have been made and to confirm data accuracy.

B. The Respondent shall measure the volume to the nearest cubic yard of usable space for each debris collection vehicle. The Respondent shall complete a Vehicle Certification Form for each vehicle. The original Vehicle Certification Form shall be delivered to the university's Debris Manager or designee. The Vehicle Certification Form shall have the following information:

- Vehicle make, model.
- Length
- Width
- Height
- Volume in cubic yards
- Weight in tons, if applicable
- Tag number of vehicle
- VIN number of vehicle
- Vehicle type
- Driver name
- Sub-Contractor representative name
- Certification monitor name certifying vehicle
- Date
- Vehicle certification number

- C. When a certification monitor signs a vehicle certification, he or she is certifying that, to the best of his or her knowledge and belief, the information is complete and correct. The certification monitors shall not sign or accept any partially completed information. The awarded respondent's Project Manager or designee shall review all truck certification forms with the debris contractor to assure completeness and accuracy of each form before forwarding to the University's Debris Manager or designee.

2.8 Private Property Debris Removal and Demolition (if required)

- A. Authority - Sections 403(a)(3)(A) and 407 of the Stafford Act, 42 U.S.C. 5170(b) and 5173, respectively, provide FEMA authority to fund debris removal from private property provided that the State or local government arranges an unconditional authorization for removal of the debris, and agrees to indemnify the Federal government against any claims arising from the removal. Any State or local government that intends to seek reimbursement to remove debris from private property within a designated area shall, prior to the commencement of the work, submit a written request for reimbursement to, and receive approval from, the Federal Coordinating Officer (FCO). Specific details related to the request can be found in FEMA Disaster Assistance Policy 9523.13. The FCO must make the determination that such work is in the public interest (44 CFR 206.224). After receiving approval from the FCO, the State or local government may begin identifying properties and site-specific scopes of work for private property debris removal.
- B. Private Property Debris Removal – The Respondent shall make every reasonable effort to ensure that the debris removal contractor shall adhere to the documentation requirements of FEMA 325, Debris Management Guide, Chapter 4. The Respondent shall assist the University in obtaining a signed Right-of-Entry and Hold Harmless (ROE/HH) agreement from each property owner where debris removal shall occur. The ROE/HH agreement shall also include notification and acknowledgement related to potential duplication of benefits related to insurance. The Respondent shall take photos of each property to document its condition prior to the work and conduct a property-specific assessment to establish eligible items of work that present an immediate threat to public health and safety. The Respondent shall take an additional photo to document the property's condition after conclusion of the debris removal process. Debris shall be quantified and monitored in the same manner as right-of-way debris once it leaves the private property location.

Approval to conduct PPDR operations, including collection of Right-of-Entry (ROE) and Hold-Harmless (HH) agreements, shall not imply FEMA reimbursement eligibility. The Contractor shall coordinate with the University to obtain:

- a written approval letter identifying operational areas (street lists, GPS coordinates, or neighborhoods);
- documentation of public health and safety threats (letters from the County Health Department or citation of local ordinances); and
- indemnification statements protecting the University.

All ROE/HH forms, site photos, and debris quantity records shall be retained for audit. FEMA maintains final eligibility determination authority.

All Private Property Debris Removal (PPDR) eligibility determinations must be validated by the monitoring Contractor prior to the removal of any debris. No PPDR debris shall be certified without completed Right-of-Entry and Hold Harmless documentation, hazard verification, and the required photographic evidence demonstrating threat and work completion. The Contractor shall ensure that all PPDR eligibility elements are documented in the Automated Debris Management System (ADMS) or other FEMA-accepted format in accordance with PAPPG v5.

- C. Demolition of Private Structures - The Respondent shall make every reasonable effort to ensure that the debris removal contractor shall adhere to the documentation\ requirements of FEMA 325, Debris Management Guide, Chapter 4. The Respondent shall assist the University's formal condemnation process as required. The Respondent shall assist the University in obtaining a signed ROE/HH agreement from each property owner where demolition is to occur. The Respondent shall take photos of each property prior to demolition to document the condition of the property prior to commencement of the work. The Respondent shall take an additional photo to document the property's condition after the conclusion of the demolition and debris removal processes. The Respondent shall assist the University with assessments or other certifications that the structures are determined to be unsafe or pose an immediate threat to the public, based on local ordinances or building codes. The Respondent may assist the University with the delivery of Notices of Demolition to available property owners. The Respondent shall assist the University with Notices of Intent to Demolish to be placed on each property to be demolished. At the University's request, the awardee Respondent shall conduct an environmental review for designated properties to assess potentially hazardous waste streams.

2.9 Public Information Assistance

- A. The Respondent shall provide regular status updates, frequency determined by the University, to the University's Debris Manager for public information use.
- B. The Respondent shall provide appropriate staff to assist with damage complaints resulting from the debris removal. Complaints shall be tracked and forwarded to the project management team for resolution with the debris contractor(s). Upon request of the University, the Respondent may also be called upon to provide appropriate staffing of a customer call center to assist with public telephone inquiries, concerns, and complaints regarding debris removal operations.
- C. The Respondent shall provide the University's Debris Manager and the debris contractor(s) with daily Disaster Debris Status Reports, in a format to be approved by the University's. Each daily report shall contain the following:
- Overview of daily activities, including status of damage complaints.
 - Cumulative debris totals by day.
 - Summary of mulch removal efforts (cumulative and by debris site).
 - Summary of mixed/construction & demolition removal efforts (cumulative and by debris site).
 - Stump volume by site, if applicable.

This reporting is due no later than 12:00 noon, unless another time is negotiated the following business day or as requested by the University. Additional debris streams may be added on an as-needed basis.

D. The Respondent shall track overall collection status and include it with the Daily Reports.

2.10 Debris Monitoring Supervision and Management

The Respondent will provide Fixed Site Debris Monitors and Field Debris Monitors and Debris Monitoring Supervision and Management to assist the University with removal services related to hurricanes and/or other natural disaster(s). The services to be provided are contract compliance supervision and inspection, not professional engineering services. At a minimum, the Contractor will provide qualified people who can perform the following roles:

A. **FIXED SITE DEBRIS MONITORS** – Contractor shall provide personnel to oversee the inspection of the disposal or unloading sites by providing the monitoring, verification of load capacity, and documentation at designated temporary disposal sites.

Services include:

- Provide disposal site monitors and inspectors personnel.
- Complete record of contract haulers' cubic yardage and other record keeping as may be needed on the provided load ticket.
- Initial each load ticket before permitting the truck to proceed from the check-in area to the tipping area.
- Remain in contact with debris management/dispatch center or supervisor.
- Perform other duties as directed by the dispatch/staging operation, debris management project manager, or designated University personnel.
- Accurately measure load hauling compartments and accurately compute volume capacity in cubic yards, document and record measurements and computations.

B. **FIELD DEBRIS MONITORS** – Contractor shall provide roving on-site, street-level work area inspections of debris cleanup and collection.

Services include:

- Provide loading site (field) monitors to inspect and control debris collection utilizing manifest load tickets.
- Provide field monitor personnel at designated areas to check and verify information on debris removal. Monitor the collection activity of trucks.
- Issue manifest load tickets at the loading site for each load.
- Check the area for safety considerations, such as downed power lines, children playing in the area, whether traffic control needs are met, and whether trucks and equipment are being operated safely.
- Ensure Freon-containing appliances are sorted and ready for Freon removal on-site or separate transport for Freon removal before final disposal.

- Should damages occur to utility components, driveways, road surfaces, private property, vehicles, etc., document the damage with photos, if possible, collect information about the owner, the circumstances of the damage (who, what, when, where), and report to your supervisor.
- Ensure the work area is clear of debris to the specified level before equipment moves to a new loading area.
- Accurately measure load hauling compartments and accurately compute volume capacity in cubic yards, document and record measurements and computations.
- Properly monitor and record the performance and productivity of the debris removal crew.
- Remain in constant contact with debris management/dispatch center or supervisor.
- Ensure that loads are contained properly before leaving the loading area.
- Ensure only eligible debris is collected for loading and hauling.
- Ensure only debris from approved public areas is loaded for removal.
- Photographically document hazardous trees (leaners and hangers).
- Verify that all trucks leaving the site have been completely emptied of all debris from the trucks.
- Perform other duties from time to time as directed by the debris management project manager or designated University debris management personnel.

C. SENIOR TECHNICIAN/FIELD SUPERVISOR – Contractor shall provide a Senior Technician/Field Supervisor to oversee debris monitoring activities in the field.

Services include:

- Oversight and supervision of field activity.
- Schedule monitoring resources and deployment timing.
- Communication with University personnel.
- Make suggestions to improve the efficiency of collection and removal of debris.
- Coordinate daily activities and future planning.
- Remain in contact with debris management/dispatch center or supervisor.
- Identify, address, and troubleshoot any questions or problems that could impact work area safety and eligibility.
- Compile operational reports.
- Accurately measure load hauling compartments and accurately compute volume capacity in cubic yards, document and record measurements and computations.

D. SUPERVISING MONITORS – Contractor shall provide supervising monitors to coordinate the actions of field and TDMS monitors. A minimum of two DMS monitors are required per debris site.

Services include:

- Coordination of daily operations with Debris Management Contractors.
- Coordination of logistics of the DMS to assure efficient traffic flow and proper

handling of load tickets that record FEMA data (such as vehicle volume, type of waste, etc.).

- Observation of vehicles entering and exiting the DMS and making reasonable efforts to ensure that vehicles are in compliance with their truck certifications (e.g., side boards in place, full tailgate, etc.).
- Calibration of debris vehicle load determinations with the FEMA monitors (DMS monitors are expected to provide volume determination consistent with FEMA).
- Keeping accurate records of debris vehicles, cubic yard volume determinations, time in and out, number of loads per day, and other data as requested by the University.
- Coordinating with local, state, and federal agencies as needed for DMS on issues such as notification, obtaining permits, determining reimbursement, etc.
- Providing preliminary assessment and documentation of DMS and assisting in the return of the site to its original conditions.
- Providing personnel to supervise the operation of DMS, including monitoring incoming loads of debris, processing of debris, and outgoing loads of processed debris.
- Conducting end-of-day activities, such as verifying completion of debris crew assignments, completing all record-keeping, and ensuring that all vehicles have left the DMS.
- Verification of debris eligibility, including photographic documentation of hazardous trees (leaners and hangers).
- Review damage reports.
- Resolve complaints.
- Compile all necessary reports.

E. DATA MANAGER – Contractor shall provide a data manager to oversee the processing of load ticket information, including quality assurance and quality control (QA/QC) aspects that ensure documentation is maintained in accordance with all federal, state, and local requirements. This may involve the use of electronic monitoring equipment or other approved approaches by the University. The electronic Ticket Manager would oversee such data functions. All records, reports, and electronic data shall be retained for a minimum of seven (7) years after the final payment or FEMA audit closeout, whichever occurs later.

F. COST RECOVERY SPECIALIST – Contractor shall provide a cost recovery specialist to work hand-in-hand with University personnel, or their designee, to develop project worksheets for all Category A expenses and documentation.

2.11 Performance Failure and Remedies

Failure by the Contractor to maintain adequate staffing, technology, documentation quality, or monitoring performance as required under this RFP shall constitute a material breach. Upon identification of performance deficiencies, the University may issue a written Notice to Cure with a specified correction period. If the Contractor fails to cure within the required timeframe, the

University may suspend work in whole or in part, withhold payment for noncompliant work, procure alternate monitoring services at the Contractor's expense, or terminate the contract for default, in addition to any other remedies available under State or Federal law.

2.12 General Services to be Provided by the Monitoring Contractor:

Pre-event

The pre-event services performed by the Contractor may include:

- Coordination and Planning Meetings.
- Debris Management Plan and Standard Operating Procedures updates.
- Inter-agency cooperative exercises and training.
- FEMA/FHWA guidance and policy.
- Review TDMS.
- Debris management, Contractor bid preparation and review.

Post-event

The listed services performed by the Contractor must include:

- Contract administration.
- Debris estimates.
- Perform oversight of road clearance and debris loading by debris management Contractors.
- Provide TDMS monitoring at various locations, including sites that handle materials from multiple Contractors and or monitoring firms Environmental assessment of TDMS.
- Truck certification.
- TDMS monitoring accommodating multiple municipalities/agencies.
- Quality assurance (QA) and quality control (QC) of all documentation pertaining to debris management monitoring.
- Safety procedures are outlined and followed.
- Assist the University in responding to public inquiries.
- Provide technical advice to the University.
- Be available to address questions from FEMA and FHWA both during and after services have been performed.
- Provide assistance with FEMA Category A expense worksheets and other submittals, audits, appeals, and associated processes, as needed, until final file closeout regarding each individual disaster event.
- Review and validate Debris Management Contractor(s) invoices prior to submission to the University for processing.
- Provide feedback as part of the University's after-action process.

2.13 Database Reporting

The Respondent shall be responsible for collecting, auditing for completeness and accuracy, tabulating, and organizing debris disposal data into electronic formats to support federal, state,

and local reimbursements and subsequent audits.

The Respondent shall create a single database. This database shall include all information on debris removal and disposal, including but not limited to:

- Complete load ticket information,
- Vehicle certification information,
- Stump removal information,
- Hanger removal data,
- Leaner removal information.
- Other debris removal information as required.

2.14 Payment Monitoring and Reconciliation Process

The Respondent shall review, validate, and reconcile debris removal contractor(s) invoices prior to submission to the University for processing. The Respondent shall conduct a meeting at the beginning of the debris management operation to fully explain the process to the University and debris removal contractor(s) representatives. All invoices from the debris removal contractor(s) shall be directed to the Respondent. Within seven (7) calendar days of receipt, the invoices shall be reviewed by the Respondent to be accepted or rejected. The Respondent shall notify the University and the debris contractor of the acceptance or rejection of the invoices. Once accepted, invoices are reconciled, the Respondent shall submit a payment recommendation to the University. If the invoice is rejected, the monitoring Respondent shall clearly state the reasons for rejection and work with the debris contractor to resolve immediately.

All data, photographs, logs, and certifications collected by the Contractor shall be preserved for not less than seven (7) years or until FEMA close-out is complete, whichever is longer. The Contractor acknowledges that incomplete or inconsistent documentation may render associated costs ineligible under the FEMA Public Assistance Program.

2.15 Public Assistance Consulting Services

Federal Funding: Respondent shall work on behalf of the University to provide applicable documentation, technical assistance, and negotiations required to maximize the eligible activities to be funded by the Public Assistance Program, including Categories A through G, 406 mitigation, and the 404 (HMGP) Grant Programs awarded to the State. If authorized by the University, Respondent shall provide consultation and Federal program expertise to identify all eligible activities for FEMA / Federal Funding to repair, restore, and mitigate the local public infrastructure impacted and vulnerable to the hazards of current and future incidents. Respondent shall work with the State Level Grantee and FEMA to maximize the eligible Public Assistance recovery and HMGP mitigation activities and shall assist in identifying other federal or state level funding sources that may also be utilized, such as the NRCS, HUD, and USEPA, and support with grant development and submittal.

- A. Public Assistance consulting services may include, but not be limited to the following:
- Immediate Needs Funding assistance.

- Project management and recovery workload prioritization.
- Loss Measurement and categorization.
- Insurance evaluation, adjustment, and settlement support services.
- Project Worksheet development and review.
- Quarterly reporting.
- Federal and state reimbursement support.
- Staff augmentation.
- Inspection and Engineering support services.
- Appeals services and negotiations.
- Reconstruction and long-term infrastructure planning.
- Grant development, review, and submittal.
- Grant management.
- Mitigation funding support and pursuit identification.

The award Respondent shall provide appropriate staff to assist with damage complaints resulting from the debris removal. Complaints shall be tracked and forwarded to the project management team to be resolved with the debris Contractor(s). A weekly log of such complaints and their resolution shall be provided to the University's Project Manager. Upon request of the University the Contractor may also be called upon to provide appropriate staffing of a customer call center to assist with public telephone inquiries, concerns, and complaints regarding debris removal operations.

2.16 Other Related Services

- A. Event Closure - The Contractor shall assist the University in preparing final reports necessary for reimbursement by FEMA, FHWA, and other applicable agencies for disaster recovery efforts by the University's staff and designated debris management Contractors. The Contractor shall assist in reviewing and processing requests for payment by the debris management Contractor(s).
- B. Federal Funding - To ensure that processing of federal funding is acquired as quickly as possible, the following information and its accuracy is the responsibility of the awarded Contractor:
 - Review/reconciliation of debris Contractor invoices and payment recommendation letter.
 - Monitoring and Collection information (reports, logs, etc.).
 - Project Status Reports.
 - Completed Load tickets.
 - Photographs of Debris Collections.
 - Tipping Fee Receipts.
 - Contractor invoices.
 - Review of debris Contractor equipment hours of operation.
 - Vehicle certifications.
 - Start and end dates of the first debris removal pass and all subsequent passes.
 - Timesheets of all subcontractors to support debris monitoring invoices.

- C. Compliance - The Contractor shall provide professional oversight to monitor compliance with local, state, and federal regulations. The Contractor shall stay current with FEMA and FHWA policies and procedures and notify the University's Project Manager immediately of any changes.

2.17 Deliverables

At a minimum, the following deliverables must be provided to the University at the completion of the event response effort. However, deliverables shall not be limited to the following list. At its sole discretion, the University may add and/or delete deliverables to meet the needs of the University, State, or FEMA. All deliverables will be submitted both electronically, in a format specified by the Contract Administrator, and by hard copy on paper. The minimum deliverables to be provided include:

- a) A log of damages reported, damage corrections, and releases for work.
- b) Original load tickets, boxed, bound by date, and sorted by ticket number.
- c) Electronic ticket logs including information from the ticket.
- d) Daily tower logs.
- e) Daily logs with a list of all personnel with signatures and initials.
- f) Binder(s) with damage reports, completed repairs, and releases (if applicable).
- g) Binders with issues and final resolution.
- h) Map books boxed bypass with daily logs.
- i) List of tickets issued by monitors, and list of lost/voided tickets.
- j) Each Ineligible debris pile will be tagged, in a format approved by the University, and a list compiled and submitted to the University.
- k) Operational Reports shall be prepared by the Contractor and submitted to the University throughout the duration of the recovery operations. The reports shall document the Debris Management Contractor's activities and progress from the previous day and shall be submitted no later than 4 hours after the end of an operational period to the Contract Administrator or designee. Each report shall contain the following minimum information:
 - i. Correct and accurately completed load tickets consistent with all reporting documents.
 - ii. The times of operation of all debris loading trucks.
 - iii. Reports, maps, and graphs to delineate production rates of crews and their equipment, progress by area, and estimations of total quantities remaining, time to completion, and daily cumulative cubic yards of debris removed, processed, and hauled.
- l) Quality Assurance / Quality Control (QA/QC) Plan: The Contractor shall submit a Quality Assurance / Quality Control (QA/QC) Plan outlining internal monitoring procedures, supervisory oversight methods, sampling and verification processes, documentation workflows, and corrective action procedures. The QA/QC Plan shall describe how the Contractor will ensure compliance with FEMA and University requirements, maintain accuracy in ticketing and ADMS records, and identify and correct deficiencies during monitoring operations.
- m) A Final Report prepared by the Contractor and submitted to the Contract Administrator within thirty (30) days of completion of the recovery operations. (Recovery Operations include closure and remediation of TDMS and conclusions of all related operations.) At a

minimum, this report will include a discussion of disaster response requirements and results and recommendations for future disaster responses.

2.18 Payment and Time-and-Materials Oversight

All compensation under this contract shall be based on verified quantities and reasonable rates. FAMU reserves the right to withhold payment for undocumented or ineligible costs consistent with FEMA 2 C.F.R. § 200.323 and PAPPG V5 (2025). The Contractor shall maintain detailed supporting documentation for all costs, including load tickets, payroll records, and equipment usage logs, for audit and reimbursement purposes.

2.19 Cost Reasonableness Documentation Requirement

The Contractor shall provide supporting documentation necessary for the University to determine cost reasonableness in accordance with 2 C.F.R. § 200.404, which may include labor rate comparisons, equipment rate schedules, market analyses, historical cost data, and independent cost estimates. The University may disallow costs that cannot be demonstrated as reasonable under Federal standards.

2.20 Duplication of Benefits Requirement

The Contractor shall assist the University in preventing duplication of benefits. Work or costs that are, or may be, funded by insurance, another Federal program, or other third-party sources shall not be billed to the University. The Contractor shall promptly notify the University of any potential duplication of benefits. Costs determined to be duplicative shall be ineligible for payment and FEMA reimbursement.

Any adjustment to pricing or staffing levels must not result in a cardinal change to the contract. If conditions require a noncompetitive modification, the Contractor must provide written cost justification and support for reasonableness consistent with FEMA and PDAT guidance.

ATTACHMENT A

Florida A&M University Price Sheet

FEE RATES FOR EMERGENCY DEBRIS REMOVAL

Phase 1 – Collection, Hauling to Staging, Reduction

Personnel Classification	Regular Hourly Rate (\$)	Overtime Hourly Rate (\$)	Holiday Hourly Rate (\$)
Project Manager			
Field Supervisor			
Field Monitor			
TDSR Site Monitor			
Debris Site Security			
Data Entry			

Proposers shall include pricing for any additional personnel classifications and support positions necessary to fully perform Emergency Management Debris Monitoring services, even if not specifically listed in this pricing sheet. All such positions must be clearly identified with corresponding fully burdened hourly rates. Failure to include required positions may result in the inability to recover those costs later.

ATTACHMENT B

FEDERAL CONTRACT PROVISIONS

The following provisions apply to all contracts funded in whole or in part with Federal funds, including FEMA Public Assistance funding. By submitting a response to this ITN and by contracting with the University, the Contractor agrees to comply with all provisions listed below:

1. Termination for Cause and Convenience (Appendix II(A)) to 2 CFR Part 200

The University may terminate this contract for cause or for convenience in accordance with 2 CFR Part 200 requirements. The Contractor shall be paid only for work satisfactorily completed as of the termination date.

2. Equal Employment Opportunity (41 CFR § 60-1.4(b))

Contractor shall comply with Executive Order 11246 and relevant nondiscrimination regulations.

3. Contract Work Hours and Safety Standards Act (40 U.S.C. 3702–3708)

All laborers and mechanics employed on the project shall be paid in compliance with federal overtime requirements.

4. Clean Air Act & Federal Water Pollution Control Act

The Contractor agrees to comply with all applicable standards, orders, and regulations issued under these acts and report violations to the University and EPA.

5. Suspension and Debarment (2 CFR § 200.214)

The Contractor certifies it is not suspended or debarred from federal contracting and must verify subcontractors through SAM.gov.

6. Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352)

Contractor must certify that no federal funds have been used to influence federal officials in connection with this contract.

7. Procurement of Recovered Materials (2 CFR § 200.323)

Contractor must procure recycled materials as required by EPA guidelines where applicable.

8. Domestic Preference for Procurements (2 CFR § 200.322)

To the greatest extent practicable, the Contractor must provide domestically produced materials, products, and supplies.

9. Prohibition on Certain Telecommunications & Video Surveillance Equipment (2 CFR § 200.216)

Contractor shall not use or provide covered telecommunications equipment or services (e.g., Huawei, ZTE).

10. Access to Records (2 CFR § 200.337)

The Contractor must give the University, FEMA, DHS, the State of Florida, and the Comptroller General access to any documents, papers, or records related to this contract for at least seven (7) years.

11. Remedies Clause

The University may impose sanctions, require corrective action, or withhold payments for noncompliance.

12. Federal Non-Liability

The Federal Government is not a party to this contract and is not subject to any obligations or liabilities related to this project.

13. Program Fraud and False Statements (31 U.S.C. §§ 3729–3733)

Contractor acknowledges civil and criminal penalties associated with false claims, statements, or documentation.

3.0 REQUIRED PROPOSAL FORMAT

3.1 Introduction

The Proposer shall not alter the RFP in any way and shall not reproduce all or any part of the RFP in its proposal document. The contract, if any, resulting from this RFP shall attach the entire RFP and incorporate the RFP by reference.

To facilitate analysis of its proposal, the Proposer must prepare its proposal in accordance with the instructions outlined in this section. If Proposer's proposal deviates from these instructions, such proposal may, in FAMU's sole discretion, be REJECTED.

3.2 Table of Contents

Please clearly outline and identify the material and responses by tab and page number. Outline in sequential order the major areas of the proposal, including enclosures. All pages must be consecutively numbered and correspond to the table of contents.

3.3 Response Content

The University will take into account the capabilities of Contractors to serve the needs of the University community as described in the specifications, by considering the size, scope and nature of the Contractor's overall operation and the Contractor's prior responsible experience in comparable situations. Failure to provide written responses to items indicated in the RFP will be interpreted by the University as an inability by the Contractor to provide the requested service and may result in the rejection of the response.

The Response to this RFP shall be submitted in the following order and include the information requested: (Insert your customized tabs, if different than below.)

Tab 1 Qualifications; Experience with a University

- A. Provide an overview of company's background philosophy in providing similar services (technical qualifications).
- B. Past contracts and proven performance with client accounts
- C. Proof of Certification

Tab 2 Staffing Plan

- A. Provide organizational charts recommended for this project.
- B. Provide resumes for key corporate and site employees, including project manager.
- C. Staff management and contingency plan
- D. Subcontractors (if applicable)

Tab 3 References

- A. Provide list of current University customers to include contact name, address, phone number, length of service, and dollar volume of each account. Additionally, please provide a minimum of three (3) current references from an educational institution of comparable size and type of operation to FAMU.

Tab 4 Price Sheet

Tab 5 All Requested Documents

**APPENDIX I
REFERENCE SHEET**

COMPANY _____

I _____ being of _____

(Name and Title)

(Name of Company)

to authorize the University to check our company's previous performance.

Authorizing Signature: _____

REFERENCE
Company Name:
COMPANY ADDRESS:
CONTACT PERSON:
PHONE NUMBER:
FAX NUMBER:
Email Address:

- **If specially created to respond to this RFP, please include affiliate references**

APPENDIX II

NOTICE OF CONFLICT OF INTEREST

Company or Entity Name _____

For the purpose of participating in the Request for Proposal process and complying with, the provisions of Chapter 112, *Florida Statutes*, and University Regulation 6.002, the undersigned corporate officer states as follows:

The persons listed below are corporate officers, directors or agents and are currently employees of the Florida A & M University or Users:

_____	_____
_____	_____
_____	_____

The persons listed below are current University employees who own an interest of five percent (5%) or more in the company/entity named above:

_____	_____
_____	_____
_____	_____

The above information is true and correct to the best of my knowledge. Signed on this _____, day of, _____, 2026

Signature

Print Name and Title

APPENDIX III

STATEMENT OF NO INVOLVEMENT

I, _____, as an authorized representative of the aforementioned company, certify that neither member of this firm nor any person having any interest in this firm has been involved with the Florida A&M University to assist it in:

- 1) Developing this Request for Proposal; or,
- 2) Performing a feasibility study concerning the Scope of Work contained in this Request for Proposal.

Signature

Company Name

Date

APPENDIX IV

NON-COLLUSION AFFIDAVIT

STATE OF _____

COUNTY OF _____

I state that I _____ of _____,
(Name) (Title) (Name of Firm)

am authorized to make this affidavit on behalf of my firm, and its owner, directors, and officers. I am the person responsible in my firm for the price(s), the amount of this Response, and the preparation of the Response. I state that:

- 1) The price(s) and amount(s) of this Response have been arrived at independently and without consultation, communication or agreement with any other Provider, potential Provider, bidder, or potential bidder.
- 2) Neither the price(s) nor the amount(s) of this Response, and neither the approximate price(s) nor approximate amount of this Response, have been disclosed to any other firm or person who is a Provider, potential Provider, bidder, or potential bidder, and they will not be disclosed before bid opening.
- 3) No attempt has been made or will be made to induce any firm or persons to refrain from submitting a Response for this contract, or to submit a price(s) higher that the prices) in this Response, or to submit any intentionally high or noncompetitive price(s) or other form of complementary Response.
- 4) The Response of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive Response.
- 5) _____, its affiliates, subsidiaries, officers, director, and employees
(NAME OF FIRM)

are not currently under investigation, by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding, on any public contract, except as follows:

I state that I and the named firm understand and acknowledge that the above representations, are material and important, and will be relied on by the State of Florida for which this Response is submitted. I understand and my firm understands that any miss-statement in this affidavit is and shall be treated as fraudulent concealment from the State of Florida of the true facts relating to the submission of Responses for this contract.

Signature	Title	Company
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SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 2026.

Signature of Notary

STATE OF _____

Print, Type or Stamp Commissioned Name of Notary Public _____

Personally known _____ OR Produced identification _____

Type of identification produced _____

APPENDIX V

CERTIFICATE OF NON-SEGREGATED FACILITIES

We, _____(Company)
Certify that we do not and will not maintain or provide for our employees any segregated facilities at any of our establishments, and that we do not and will not permit our employees to perform their services at any location, under our control, where segregated facilities are maintained. We understand and agree that breach of this certification is a violation of Equal Opportunity clause required by Executive Order 11246, amended.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color, or national origin, because of habit, local custom or otherwise.

We further agree that (except where we have obtained identical certifications from proposed Subcontractors for specific time periods) we will obtain identical certifications from proposed Subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause; that we will retain such certification in our files; and that we will forward the following notice to such proposed Subcontractors (except where the proposed Subcontractors have submitted identical certifications for specific time periods).

NOTICE TO PROSPECTIVE SUBBUILDERS OF REQUIREMENT FOR CERTIFICATION OF NON-SEGREGATED FACILITIES. A certification of non-segregated facilities as required by the 9 May 1967 order on Elimination of Segregated Facilities, by the Secretary of Labor (32 Fed. Reg. 7439, 19 May 1967), must be submitted from the provisions either for each subcontract or for all subcontracts during a period (i.e., quarterly, semi-annually, or annually).

NOTE: Whoever knowingly and willfully makes any false, fictitious or fraudulent representation may be liable to criminal prosecution under 18 U.S.C. 1001.

(Name of Company)

By: _____

Date: _____

Title: _____

APPENDIX VI

AMENDMENTS ISSUED BY THE UNIVERSITY

Failure to acknowledge receipt and compliance with the amendments issued by the University will result in disqualification.

Amendment No. _____ Dated _____
YOUR INITIALS

COMPANY'S NAME

TYPE THE NAME OF THE AUTHORIZED REPRESENTATIVE
TO BIND THE COMPANY INTO A CONTRACT/PURCHASE
ORDER

SIGNATURE OF AUTHORIZED REPRESENTATIVE

FEID NO./SOC. SEC. NO. (ENTER APPLICABLE NUMBER)

Phone number Fax number

Email address

APPENDIX VII

**Florida Department of State
Certificate of Status**