

REQUEST FOR PROPOSALS (RFP)

LANDFILL DEBRIS MONITORING SERVICES

Town of Gate City
156 East Jackson Street
Gate City, VA 24251
(276) 275-3831
townmanager@mygatecity.com

Issue Date: October 7th, 2025

Proposal Due Date: November 6th, 2025 by 3.00 PM

TOWN OF GATE CITY REQUEST FOR PROPOSALS (RFP) LANDFILL DEBRIS MONITORING SERVICES

1. INTRODUCTION

The Town of Gate City ("Town") is soliciting sealed proposals from qualified firms to provide landfill debris monitoring services in accordance with FEMA guidelines under the Public Assistance Program. These services will support storm debris removal operations by verifying, documenting, and reporting debris entering Town-approved landfill or Temporary Debris Staging and Reduction Sites (TDSRS), ensuring all activity is eligible for FEMA reimbursement.

This is a pre-event, as-needed contract to be activated by the Town upon a federally declared disaster.

2. SCOPE OF WORK

The selected firm shall provide all labor, materials, and equipment necessary to monitor the delivery and final disposal of eligible disaster debris hauled by Town-authorized debris removal contractors. Services shall include:

- Staffing ingress/egress points at TDSRS or landfill sites
- Verifying debris hauling vehicles and ensuring load tickets are properly completed and validated
- Observing debris quantities for consistency with FEMA guidance
- Preventing commingling of eligible and ineligible debris
- Tracking volume (cubic yards or tons) by truck ID and location
- Photographing or video recording loads when required
- Maintaining logs, maps, and daily summary reports
- Ensuring all FEMA-required documentation is complete and accurate

Note: Self-monitoring by the debris removal contractor is strictly prohibited. The monitoring firm must be independent per FEMA guidelines.

3. CONTRACT TERM

This is a multi-year, pre-event contract. The initial term will be one year, with the option to renew annually for up to four additional years, contingent upon Town approval and funding availability.

4. QUALIFICATIONS

Respondents must demonstrate the following:

- Experience with FEMA Category A debris monitoring under the Public Assistance Program
 - Knowledge of FEMA 327 Public Assistance Debris Monitoring Guide and PAPPG
 - Familiarity with FEMA documentation standards and load ticket requirements
 - Sufficient staffing to deploy within 24–48 hours of notice
 - Ability to work extended hours, including nights and weekends, under emergency conditions
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5. EVALUATION CRITERIA

Proposals will be evaluated based on:

- Experience with similar projects (30%)
 - FEMA compliance knowledge and documentation systems (25%)
 - Cost proposal (25%)
 - Staff qualifications and capacity (15%)
 - Responsiveness and completeness of proposal (5%)
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6. REQUIRED ATTACHMENTS

The following must be included with all proposals:

- Attachment A: Pricing Form
- Attachment B: Federal Clauses (2 CFR Part 200, Appendix II)
- Attachment C: Certification Regarding Lobbying
- Attachment D: Certification Regarding Debarment and Suspension

- Attachment E: Insurance Requirements Summary Sheet
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7. INSURANCE REQUIREMENTS

Refer to Attachment E for required coverages. Proof of coverage must be submitted upon award.

8. INSTRUCTIONS TO RESPONDENTS

Submit two (2) hard copies and one (1) digital copy in a sealed envelope marked:

“RFP 2025-LDM-01: Landfill Debris Monitoring”

Attn: Greg Jones, Town Manager

Gate City Town Hall

156 East Jackson Street

Gate City, VA 24251

Email submissions will not be accepted

Deadline: November 6th, 2025, by 3.00 PM. Late submissions will not be accepted.

9. RESERVATION OF RIGHTS

The Town reserves the right to:

- Reject any or all proposals
 - Waive informalities
 - Request clarification of information submitted
 - Negotiate with the selected firm
 - Cancel this RFP at any time
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10. ATTACHMENTS

- Attachment A: Pricing Form
- Attachment B: Federal Clauses (Appendix II to 2 CFR Part 200)
- Attachment C: Certification Regarding Debarment and Suspension
- Attachment D: Certification Regarding Lobbying
- Attachment E: Insurance & Bond Requirements Summary Sheet
- Attachment F: Certification: Build America, Buy America Act

Attachment A: Pricing Form

Item	Description	Unit	Unit Price	Notes
1	Onsite Monitor – Landfill Gate	Hour	\$_____	Per FEMA guidelines
2	Supervisor – Monitoring Oversight	Hour	\$_____	Includes reporting, QA/QC
3	Field Inspector – Load Verification	Hour	\$_____	Confirm load volumes and eligibility
4	Administrative Support	Hour	\$_____	Report compilation, data entry

Add Additional Price Sheet if Needed

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

Attachment B: Federal Clauses (Appendix II to 2 CFR Part 200)

TOWN OF GATE CITY

FEDERAL CONTRACT CLAUSES

(Required Under 2 CFR Part 200, Appendix II)

Applies to Federally Funded Contracts

The Contractor agrees to comply with all provisions of 2 C.F.R. § 200 and, Appendix II, and said provisions are incorporated herein by reference and made applicable to this contract. Furthermore, at all times the Contractor shall keep and observe each and every requirement which may be imposed upon it under any executive order, policy, procedure, statute, rule or regulation promulgated by the United States of America or any agency or department thereof, whether mentioned specifically herein or not, including but not limited to the following:

Attachment B: Federal Contract Clauses

1. **Contract Work Hours and Safety Standards Act (29 CFR § 5.5(b)(1)-(5))**
Required for contracts >\$100,000 involving labor. Includes updated federal language on overtime pay, recordkeeping, and subcontractor responsibility.
2. **Clean Air Act and Federal Water Pollution Control Act**
Required for contracts >\$150,000. Contractor must comply with all standards. Inserted recipient: Town of Gate City.
3. **Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352)**
Required for contracts >\$100,000. Contractor must comply with the requirements of the Byrd Anti-Lobbying Amendment and submit the appropriate certification as provided in Attachment E.
4. **Procurement of Recovered Materials (2 CFR § 200.323)**
Contractor must provide preference for EPA-designated products with recycled content for contracts >\$10,000.
5. **Prohibition on Contracting for Covered Telecommunications Equipment or Services (2 CFR § 200.216)**
Contractor certifies that it does not and will not use prohibited telecom services/equipment from Huawei, ZTE, etc.
6. **Domestic Preferences for Procurements (2 CFR § 200.322)**
Contractor must provide preference for domestic end products, construction materials, and supplies.

7. Build America, Buy America Act (Pub. L. 117-58)

Contractor must comply with BABAA requiring use of U.S.-produced iron, steel, manufactured products, and construction materials.

Contractor Acknowledgment

By signing below, the contractor certifies that it understands and agrees to comply with the provisions outlined above as a condition of the contract award.

Authorized Representative Signature: _____

Name and Title: _____

Company Name: _____

Date: _____

Attachment C: Certification Regarding Debarment and Suspension

TOWN OF GATE CITY

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

(Federal Award Compliance – 2 CFR Part 180 and Part 3000)

1. This contract constitutes a covered transaction for the purposes of 2 CFR Part 180 and 2 CFR Part 3000. As such, the contractor certifies that neither the contractor nor any of its principals (as defined in 2 CFR § 180.995), affiliates (as defined in 2 CFR § 180.905), or agents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency (as defined at 2 CFR § 180.940 and § 180.935).
2. The contractor further agrees to comply with the requirements of 2 CFR Part 180, Subpart C, and 2 CFR Part 3000, Subpart C, and shall include a similar requirement in all lower-tier covered transactions and subcontracts entered into under this contract.
3. This certification is a material representation of fact relied upon by the Town of [Insert Town Name]. If it is later determined that the contractor knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the Town may pursue all available remedies, including but not limited to suspension or debarment.
4. The bidder or contractor agrees to comply with the above requirements during the term of the agreement and for the duration of any agreement resulting from this solicitation. The contractor shall include a similar provision in any subcontracts or lower-tier agreements as required under federal law.

Authorized Signature: _____

Address: _____

Printed Name & Title: _____

City, State, Zip Code: _____

Company Name: _____

Date: _____

Attachment D: Certification Regarding Lobbying

TOWN OF GATE CITY

CERTIFICATION REGARDING LOBBYING

For Contracts, Grants, Loans, and Cooperative Agreements Exceeding \$100,000

The undersigned Contractor certifies, to the best of their knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for the purpose of influencing or attempting to influence an officer or employee of any agency, a Member of Congress, or an employee of a Member of Congress, in connection with the awarding of any federal contract, the making of any federal grant or loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence the persons listed above in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form–LLL, “Disclosure of Lobbying Activities,” in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements), and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq. apply to this certification and any related disclosure.

Signature of Contractor’s Authorized Official: _____

Name and Title of Contractor’s Authorized Official: _____

Company Name: _____

Date: _____

Attachment E: Insurance & Bond Requirements Summary Sheet

TOWN OF GATE CITY

INSURANCE & BOND REQUIREMENTS SUMMARY SHEET

RFP: Storm Debris Removal and Pre-Positioned Emergency Services

The following minimum insurance and bonding requirements shall apply to all contractors performing services under this contract. Contractors must submit valid certificates of insurance and bonding documents prior to contract award. All required insurance shall be maintained for the duration of the contract.

1. Insurance Requirements

Coverage Type	Minimum Limit Requirements	Additional Notes
Commercial General Liability	\$1,000,000 per occurrence / \$2,000,000 aggregate	Town of Gate City must be named as an Additional Insured.
Automobile Liability	\$1,000,000 combined single limit	Applies to all owned, non-owned, and hired vehicles.
Workers' Compensation	Statutory coverage (as required by VA law)	Includes Employers Liability: \$500,000 per accident/disease.
Umbrella or Excess Liability	\$2,000,000 per occurrence (recommended)	Can be used to supplement primary coverage limits.
Pollution Liability (<i>if applicable</i>)	\$1,000,000 per occurrence	Required if hazardous waste handling is part of scope.

2. Bond Requirements

Bond Type	Required Amount	Details
Performance Bond	100% of the estimated contract amount	Required upon contract activation. Ensures faithful performance.
Payment Bond	100% of the estimated contract amount	Required upon contract activation. Ensures payment to subcontractors.
Bid Bond (<i>optional for RFP</i>)	5% of bid amount (<i>if required</i>)	May be required at the Town's discretion.

3. Other Requirements

- All insurers must be licensed to do business in the Commonwealth of Virginia.
- Insurance certificates must state:

“The Town of Gate City is named as Additional Insured with respect to general and automobile liability coverage.”

- All insurance certificates must provide a minimum 30-day notice prior to cancellation or non-renewal.
- Bonds must be issued by a surety company licensed in Virginia and listed on the U.S. Treasury Department Circular 570.

Contractor Acknowledgment

By signing below, the contractor certifies that they understand and agree to meet or exceed the insurance and bonding requirements as a condition of contract award and activation.

Authorized Signature: _____

Printed Name & Title: _____

Company Name: _____

Date: _____

Attachment F: Certification: Build America, Buy America Act

In accordance with Public Law 117-58 (Infrastructure Investment and Jobs Act), Section 70914, and applicable guidance from FEMA and the Office of Management and Budget (OMB), the undersigned certifies that any iron, steel, manufactured products, and construction materials provided under this contract comply with the Build America, Buy America Act (BABAA). The contractor also affirms that these requirements shall flow down to all subcontractors.

Signature: _____

Name: _____

Title: _____

Company: _____

Date: _____