



INVITATION FOR BID
FOR
Debris Monitoring Services

BID NUMBER: 26-045-LH

990-60
990-30

MACON-BIBB COUNTY, GEORGIA

ISSUED: May 7, 2026

BIDS DUE NO LATER THAN 12:00 NOON ON THURSDAY, June 4, 2026

Macon-Bibb County Procurement Department
700 Poplar Street
Suite 308
Macon-Bibb County City Hall
Macon, Georgia 31201

I. General

A. Invitation

1. Notice is hereby given that Macon-Bibb County will receive sealed bids in the Macon-Bibb County Procurement Department, 700 Poplar Street, Suite 308, Macon, Georgia 31201, until **12:00 noon** at the time legally prevailing in Macon, Georgia on **Thursday, June 4, 2026**, Debris Monitoring Services for the Macon-Bibb County Government.
2. **NO BIDS WILL BE ACCEPTED AFTER THE ABOVE TIME.**
3. Bids will be publicly opened and read in the Procurement Department Conference Room on **Thursday, June 4, 2026**, at 2:00 p.m.
4. Minority, Women Owned, and other Disadvantaged Business Enterprises are encouraged to participate in the solicitation process. Additionally, respondents are encouraged to use M/W/DBE subcontractors where possible. Small and other disadvantaged businesses requiring assistance with the competitive process can contact Charise Stephens, Small Business Affairs at (478) 300-2297 or cstephens@maconbibb.us .

B. Bid Documents

1. Bid documents may be examined and obtained on Macon-Bibb County website to be viewed and downloaded from one of the links included below:

Georgia Procurement Registry website

http://ssl.doas.state.ga.us/PRSapp/PR_custom_index.jsp?agency=61100

Macon-Bibb County Procurement Page www.maconbibb.us/purchasing

Sealed Bids

2. Do not edit any other required documents (Attachment A).

C. Pre-Bid

A pre-bid conference is scheduled for **10:00 a.m., Wednesday, May 20, 2026**, in the Procurement Conference Room, Suite 308, 3rd Floor, 700 Poplar Street, Macon, GA 31201. This pre-bid is **mandatory**; contractor must be present in order to submit a response. Deadline for submitting questions is **Friday, May 22, 2026, at 3:00 pm**. Questions to be submitted via email to Lhardwick@maconbibb.us

SEALED Bids shall be delivered or mailed to:

Macon-Bibb County Procurement Department

Attn; Laura Hardwick

700 Poplar Street

Suite 308

Macon, GA 31201

478-803-0550

lhardwick@maconbibb.us

Mark the outside of the envelope 26-045-LH Debris Monitoring Services

D. Validity

1. No bid may be withdrawn for a period of sixty (60) days after time has been called on date of bid opening.
2. All prices shall be Delivered prices, FOB Destination, after deducting all non-applicable taxes, delivered to each requesting department or office. Vehicles shall be ready to use.

E. Contract Award

1. The contract, if awarded, will be based on Total Bid Price.

F. Payment Conditions

1. The Project Manager for Debris Removal will collect material tickets, measure and inspect work completed to date on said job and report to the Project Manager for payment.
2. Change orders are issued for any variance from contract or plan sheets.
3. Any unauthorized work or material change will not be paid for unless a change order has been issued.

G. Forms

1. The enclosed Macon-Bibb County bid form shall be used; use of other documents may deem the bid non-responsive. Additionally, all submission documents should be completed and included with the bid; failure to include completed, signed, and notarized forms (as applicable) may deem the bid non-responsive.

H. Local Preference

1. Macon-Bibb County reserves the right to award bids to County businesses and merchants whose bid is within **5% (five percent)** of the lowest responsive and responsible bid which conforms to the Invitation to Bid **INSTRUCTIONS TO BIDDERS**.
2. No consideration will be given any claim based on lack of knowledge of existing conditions, except where the Contract Documents make definite provisions for adjustment of cost or extension of time due to existing conditions that cannot be readily ascertained.

I. Document Discrepancies

1. Should the bidder find discrepancies in, or omissions from the documents, he shall at once notify the Macon-Bibb County Procurement Department.
2. Requests for Interpretations of Drawings and Specifications shall be made in writing to the Macon-Bibb County Procurement Department not later than seven (7) days prior to receipt of bids, email preferred to lhardwick@maconbibb.us.
3. Any subsequent instructions to bidders will be issued in the form of addenda to the specifications and sent to the bidder. All addenda shall be enumerated in the Bid Form.
4. All definitions set forth in the specifications are applicable to this Instruction to Bidders, the Bid Form and the proposed Contract Documents including, but not limited to, drawings, project manual, and any addenda issued prior to receipt of bids.

- a) Addenda are written or graphic instruments issued prior to the execution of the Contract that may modify or interpret the bidding documents by deletion, additions, clarifications, or corrections.
- b) Addenda will become part of the Contract Documents when the Contract is executed.

J. Submittals

1. In order for bids to be considered, the complete bid document package should be submitted including each of the following completed documents.
 - a) Bid Form
 - b) Bidder's Qualification Form
 - c) List of Sub-Contractors
 - d) Minority Participation Goal
 - e) Financial & Legal Stability Statement
 - f) Bid Bond in amount of 5% of the total base bid.
 - g) E-Verify Affidavit
 - h) Non-Collusion Affidavit

II. Instructions To Bidders

A. Definitions

1. Wherever the term "Owner", "County", or "Macon-Bibb County" occur in these specifications, it shall mean Macon-Bibb County, a political subdivision of the State of Georgia acting through the Macon-Bibb County Board of Commissioners.
2. Wherever the term "work" occurs in these specifications, it shall mean the work as defined herein, including, all labor, materials, equipment, transportation, and supervision necessary to complete the contract.

B. Related Documents

1. Specifications (Attachment "A")
2. Bid Form
3. Bidder's Qualification Form
4. Bidder MBE Plan Form
5. List of Sub-contractors
6. Financial & Legal Stability Statement
7. Bond Forms
8. E-Verify Affidavit

C. Bidder's Representation

1. Each bidder, by making his bid, represents that he has:
 - a) Read and understand the bidding documents; and,
 - b) Visited the site and became familiar with the local conditions under which the work is to be performed.
2. Bidders should examine the areas wherein work of this project is to be carried out and shall take into consideration all conditions that might affect his work.
 - a) The failure of the bidder to inspect firsthand the areas affected by work in this project shall not relieve him of the obligation to comply fully with the scope of the work as defined herein.

D. Reservations

1. Macon-Bibb County reserves full freedom (in addition to the right to reject any and all bids) in awarding bids to consider all available factors including, but not limited to, price, the provision of needed and unneeded features, usefulness to the using department and prior Macon-Bibb County experience. Hence, Macon-Bibb County may award bids to other than the lowest bidder if in the judgment of the Board of Commissioners the interest of the County will be best served by award to another. Any required information not submitted with bids shall deem bid nonresponsive.
2. Unless otherwise specified, manufacturer's names, trade names, brand names, information and/or catalog numbers listed herein are intended only to identify the quality level desired. They are not intending to limit competition. The bidder may offer any equivalent product that meets or exceeds the specification. If bids are based on equivalent products, the bidder shall indicate on the bid form the alternate manufacturer's name and catalog number and shall include complete descriptive literature and/or specifications along with proof that the proposed equivalent either meets or exceeds this specification. The County reserves the right to be the sole judge of what is equal and acceptable. If a bidder fails to name a substitute, he shall furnish goods identical to the bid specifications.

III. Special Conditions

A. General

1. All work to be performed as part of this solicitation shall comply with all codes, ordinances and regulations applicable to the contract, including, but not limited to:
 - a) Federal Emergency Management Agency Regulations.
 - b) All Applicable Federal Laws, including, but not limited to: The Stafford Act, the Clean Water Act, the Davis-Bacon Act, Resource Conservation and
 - c) Georgia Emergency Management Agency (GEMA) and Georgia Environmental Protection Division (EPD) Regulations.
 - d) Any and all International Building Codes
 - e) Other applicable Federal, State, or Local laws, rules, regulations and codes.
2. The Contractor shall comply with all provisions of 2 CFR Part 200, Appendix II, including but not limited to: Equal Employment Opportunity, Davis-Bacon Act (if applicable), Contract Work Hours and Safety Standards Act, Clean Air Act, and Federal Water Pollution Control Act, Recovery Act, Occupational Safety and Health Act (OSHA), Comprehensive Environmental Response, Compensation and Liability Act (CERCLA).
The County reserves the right to terminate this contract for cause or convenience.
3. Establishment of Ceiling Price (Not-to-Exceed)
In accordance with 2 CFR § 200.318(j), all work performed under this Scope of Services—specifically including any Time-and-Materials (T&M) tasks such as Emergency Roadway Clearance or initial monitoring mobilization—shall be subject to a Ceiling Price (Not-to-Exceed amount) established by the County at the time of contract activation or via specific Task Orders.

4. Contractor Risk: The Service Provider shall not exceed the established ceiling price without prior written authorization from the County via a formal contract amendment or supplemental Task Order. Any work performed in excess of the ceiling price without such authorization is performed at the Service Provider's own financial risk and may be deemed ineligible for reimbursement.
5. Transition to Unit Pricing: For debris removal operations, any initial Time & Material (T&M) period (typically limited to the first 70 hours of actual work) must transition to a unit-price basis (e.g., price per cubic yard or per ton) as soon as the ceiling price is reached or the time limit expires, whichever occurs first.
6. Prevention of Duplication of Benefits (DOB)
The Service Provider must implement strict operational controls to prevent the Duplication of Benefits as defined by Section 312 of the Stafford Act.
7. Oversight Requirements: The Contractor shall ensure that no debris is collected, processed, or invoiced that is otherwise covered by:
 8. Requires private insurance (specifically for Private Property Debris Removal).
 9. Other federal, state, or local funding sources or programs (e.g., NRCS EWP program).
 10. Avoidance of duplicative claims from sub-contractors or overlapping jurisdictions.
11. Documentation: The Monitor shall cross-reference all load tickets against County-provided maps and Right-of-Entry (ROE) logs to ensure that debris removed from commercial properties or private communities is only collected when a specific "Public Interest Determination" has been documented and no other funding source is applicable.
12. Reporting: The Service Provider must immediately notify the County if they become aware of any potential duplication of payment for the same work or area.
13. Audit and Records Retention
The Service Provider shall maintain all source documentation, including but not limited to original load tickets (electronic or paper), truck certifications, GPS logs, and disposal receipts, for a period of no less than three (3) years from the date of the County's final payment or the closure of the FEMA Prime Project (whichever is later), to ensure compliance with federal audit requirements.

IV. Scope of Work

A. Monitoring Debris Removal Operations

1. The selected vendor(s) will provide Macon-Bibb County with emergency contact information so that immediately before or after a major disaster event the vendor can be contacted to ascertain their availability.
2. For FEMA to determine the eligibility of debris removal operations, the debris monitoring contractor must document and provide debris types, quantities, reduction methods, and pickup and disposal locations in accordance with the FEMA Public Assistance Program and Policy Guide (PAPPG). Documentation must include GPS coordinates for all pickup locations and digital photo-documentation of 'before' and 'after' for hazardous trees/stumps. Macon-Bibb County requires debris monitoring to provide oversight for all contracted debris operations to document this information and ensure that the debris removal contractor removes only eligible debris.

3. The debris monitoring contractor may use force account resources (including temporary hires), contractors, or a combination of these for monitoring. It is not necessary, or cost-effective, to have Professional Engineers or other certified professionals perform debris monitoring duties. Macon-Bibb County considers costs unreasonable when associated with the use of staff that are more highly qualified than necessary. The Contractor shall provide a staffing plan that justifies the use of any professional-level staff and demonstrates that the pricing is consistent with a pre-award cost/price analysis as required by 2 CFR § 200.324. for the associated work.

4. If the Applicant uses staff with professional qualifications to conduct debris monitoring, it must document the reason it needed staff with those qualifications.

- (1) Assist in the selection and permitting of Temporary Debris Storage and Reduction Site (TDSRS) locations and any other permitting/regulatory issues as necessary.
- (2) Upon notification of request for service, Contractor shall respond within 8 hours call back and 48 hours of onsite response time.
- (3) Field supervisory oversight and scheduling work for all team members and contractors daily.
- (4) Hiring, scheduling, and managing field staff. Field supervisory oversight
- (5) Monitoring debris removal contractor operations and making/implementing recommendations to improve efficiency and speed up debris removal work.
- (6) Assisting the County with responding to public concerns and comments regarding debris operations.
- (7) Certifying contractor vehicles by measuring internal bed dimensions to calculate volume (CY), documenting any 'dead space,' and applying unique identifiers.
- (8) Implementation and management of an Automated Debris Monitoring System (ADMS) to generate electronic load tickets in real-time, providing GPS timestamps and automated data synchronization to a secure, web-based database accessible by the County and FEMA.
- (9) Digitization of source documentation (such as load tickets and photographs).
- (10) Producing daily operational reports to keep the County informed of work progress.
- (11) Development of maps, GIS applications, etc. as necessary.
- (12) Independent validation of invoices. The Monitor must certify that they have no financial or familial interest in the Debris Removal Contractor, in compliance with the Conflict-of-Interest requirements of 2 CFR § 200.318
- (13) Monitoring contracted debris removal at both the loading, reduction and disposal sites.
- (14) Training debris monitors on debris removal operations, monitoring responsibilities and documentation processes, and FEMA debris eligibility criteria.
- (15) Compiling documentation, such as load tickets and monitor reports, to substantiate eligible debris.

- (16) Project worksheet and other pertinent report preparation required for reimbursement by FEMA, GEMA and any other applicable agency for disaster recovery efforts by County staff and designated debris removal contractors.
- (17) Producing an invoice report every 30 days after start of the contract to keep the county updated on current costs.
- (18) Coordinating daily briefings, work progress, staffing, and other key items with County staff members.
- (19) Monitoring of Private Property Debris Removal (PPDR) and Right-of-Entry (ROE) work, ensuring that no work occurs on private property without a County-validated ROE form and a FEMA-approved Public Interest Determination.

B. Work Area

1. The Contractor shall confine his operations to as small an area as possible, using only the areas designated for on-site storage.
2. The Contractor shall protect all surrounding adjoining private and public property, taking every precaution to prevent damage or injury to trees, shrubs, curbs, sidewalks, driveways and fences along or adjacent to the work. Should damage occur, the Contractor shall restore, at his expense, any such property damage or injuries by his operations to a condition equal to that existing before such damage or injury was done, by repairing, rebuilding or otherwise restoring as may be directed by, and to the satisfaction of the Owner.
3. In case of failure on the part of the Contractor to restore such property, or make good such damages or injury, the Owner may, after forty-eight (48) hours written notice, proceed to repair, rebuild, or otherwise restore such property as may be deemed necessary, and the cost thereof shall be deducted from any monies due or which may become due the contractor under this contract.

C. Underground Utilities (If Applicable)

1. The Contractor shall verify all underground utilities and their locations prior to commencing any work under this contract. Damage to underground utilities, and costs to repair same, shall be the responsibility of the Contractor.

D. Traffic Control (If Applicable)

1. It shall be the responsibility of the Contractor to maintain traffic by utilizing adequate construction signs and flagmen at all times.
2. The Contractor shall furnish, install, maintain and eventually remove all traffic control devices necessary to properly protect and divert traffic. Such barricades and detour signs shall be illuminated at night.
3. All costs associated with traffic control shall be the responsibility of the Contractor.
4. The Contractor shall assume all responsibility for damages resulting from the failure of the signs and/or barricades to properly protect the work from traffic.

B. Erosion Control

1. The Contractor shall control all erosion by incorporating temporary grassing, mulch, baled straw, or silt fencing wherever required.

C. Vandalism

1. The Contractor shall take every precaution not to leave equipment and materials where they can be reached and used for defacing new or existing work at any time.

D. Material Disposal

1. The Contractor shall allow no trash, dirt, stumps, tree trunks, or excess material to accumulate, other than provided for herein and in other Contract documents, and shall be responsible for removing same from the premises.
 - a) Such items shall be disposed of off the premises.
 - b) Burning of material on the site will not be permitted unless explicitly authorized by the County in writing and permitted by GAEPD, and in such cases, the Monitor must provide 24/7 oversight of the reduction site.

V. Subcontractor Reporting Requirements

- A. Contractor shall submit a “Subcontractor/Supplier Participation Report” on this contract quarterly to the Macon-Bibb County Office of Small Business Affairs which shall include the following:
 1. The name of each subcontractor or supplier participating in the contract.
 2. A description of the work to be performed, materials, supplies, and services provided by each subcontractor or supplier.
 3. Whether each subcontractor or supplier is a minority owned, woman owned, LGBTQIA+ owned, veteran owned, disabled person owned, Certified Disadvantaged Business Entity, non-profit, or local business.
 4. Whether each subcontractor is a supplier, subcontractor, or other.
 5. The dollar value of each subcontract or supply agreement.
 6. The actual payment to date of each subcontractor or supplier participating in the contract.
- B. The report shall be updated during the applicable quarter by the Contractor whenever any of the approved subcontractors or suppliers have completed the portion of the work they were contracted to perform. Copies of this report should be transmitted promptly to the Macon-Bibb County Office of Small Business Affairs.
- C. The County may withhold any payment due to the Contractor on any project for failure to submit the Subcontractor/Supplier Report within thirty (30) days following the end of the calendar quarter or for the failure to submit updates to the quarterly report within thirty (30) days of any subcontractor or supplier having completed the portion of work they were contracted to perform.
 - a) All costs of removing trash shall be the responsibility of the Contractor.
 - b) Place and method of disposal shall be the responsibility of the Contractor.

VI. Extension of Time

- A. In the event the work under this project is delayed by neglect, delay, or default of any other Contractor or the Owner, or by any damage which is the result of an Act of God, or by a general strike of the employees, the Contractor shall have reason to claim for delay and request an extension of time to complete the contract.

ADDENDUM ACKNOWLEDGEMENT

Macon-Bibb County Board of Commissioners
Laura Hardwick, Director of Procurement
Macon-Bibb County, Procurement Dept.
700 Poplar Street
Suite 308
Macon, Georgia 31201

DATE: _____

Re: **26-045-LH Debris Monitoring Services**
Macon-Bibb County
Bibb County, Georgia

Dear Laura Hardwick,

1. We have examined the Specifications, related documents, and the site of the proposed Work, and are familiar with all the conditions surrounding this project, including the availability of materials and labor, and hereby bid to furnish all materials and labor, and to complete the project in accordance with the Contract Documents, within the time set forth herein, and at the prices stated below. These prices are to cover all expenses incurred in performing the Work required under these Specifications, of which this bid is part.

2. ADDENDUM RECEIPT:
 - a. We acknowledge our responsibility to ensure that all addenda have been received prior to the submission of a bid.

 - b. Bidder acknowledges receipt of the following addenda:

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

3. We agree to commence actual physical work on site, with adequate force and equipment within the timeframe presented in the specifications and to complete fully all work within the stated timeframe following notice to proceed.

4. We agree that this bid may not be revoked or withdrawn after the time set for the opening of the bids and shall remain open for acceptance for a period of sixty (60) days following such time.

5. In case of written notification by mail, telegraph, or delivery of the acceptance of this bid within sixty (60) days after the time set for the opening of bids, the undersigned agrees to execute within ten (10) days a Contract for the Work for the below stated compensation and at the same time to furnish and deliver to the Owner a Performance Bond and a Payment Bond, both in an amount equal to one-hundred-percent (100%) of the Contract Sum.

6. Enclosed herewith is a Bid Bond in the amount of five percent (5%) of the total base bid. We agree that the above stated amount is the proper measure of liquidated damages that the Owner will sustain by the failure of the undersigned to execute the Contract and to furnish the Performance Bond and the Payment Bond.

7. If this bid is accepted within sixty (60) days after the date set for the opening of bids and we fail to execute the Contract within ten (10) days after written notice of such acceptance or if we fail to furnish both a Performance Bond and a Payment Bond, the obligation of the bond will remain in full force and affect and the money payable thereon shall be paid into the funds of the Owner as liquidated damages for such failure; otherwise, the obligation of the bond will be null and void.

8. We hereby certify that we have not, nor have any member of the firm(s) or corporation(s), either directly or indirectly, entered into any agreement, participated in any collusion, nor otherwise taken any action in restraint of free competitive bid in connection with this submitted bid.

9. We understand the total bid price listed below to be inclusive of all materials, labor, equipment, and other provisions necessary to provide the services in accordance with the associated specification.

Respectfully Submitted,

Authorized Signature: _____

Dated: _____

Name: _____

Title: _____

BID FORM

26-045-LH

Debris Monitoring Services

COST PROPOSAL FORM

The hourly labor rates listed below shall include all applicable overhead and profit. All non-labor related project costs will be billed to Macon-Bibb County at cost without mark-up.

DISASTER DEBRIS MONITORING SERVICES

POSITIONS	HOURLY RATE
Project Manager	\$ _____
Operations Managers	\$ _____
GIS Analyst	\$ _____
Environmental Specialist	\$ _____
Field Supervisors	\$ _____
Data Manager	\$ _____
Debris Site/Tower Monitors	\$ _____
Crew Monitors	\$ _____
Load Ticket Data Entry Clerks (QA/QC)	\$ _____
Project Coordinators	\$ _____
Administrators	\$ _____

Average Hourly Rate: \$ _____

A price must be provided for each line item for bid to be considered. No additional non-requested pricing will be accepted and any non-requested additional pricing provided may cause the submission to be deemed non-responsive.

All work performed under this bid and the resulting contract shall be in strict compliance with the project plans and specifications.

Respectfully Submitted,

Authorized Signature: _____

Dated: _____

Typed Name: _____

Title: _____