



Attachment B SCOPE OF WORK

This Request for Proposals (RFP) is being issued by the State of Oklahoma ("Lead State") in collaboration with the NASPO ValuePoint cooperative purchasing program. The purpose of this RFP is to establish competitive, best value contract(s) for use by participating entities to obtain either emergent or non-emergent services regarding Debris Removal & the independent monitoring thereof. This is a full-services contract to include both services separated into categories of debris type.

This Scope of Work describes the services being sought through this RFP and the Contractor expectations should a Master Agreement result from this RFP. The Scope of Work is intended to provide interested Offerors with sufficient basic information to submit a proposal. It is not intended to limit a proposal's content or exclude any relevant or essential data.

I. OVERVIEW

The goal for the services contemplated here is to develop multiple awards that provide options to public entities in need of Debris Removal and Monitoring Services. Contractor's Proposal in emergency response should have the ability to meet all FEMA crisis criterion when utilized in a time of disaster or declared emergency. Awarded contract(s) are not only for emergency response purposes, however if used with the intent to partner with FEMA, they must meet criteria outlined in 2 C.F.R. §§ 200.317 – 200.327.

- A. **Debris Removal:** Conduct debris removal operations per the terms of the contract and resulting statements of work in accordance with the state or entity Purchasing Agreement.
- B. **Debris Monitoring:** Monitor debris contractor's day-to-day operations to ensure the applicants' expectations and contractual requirements are being met.
- C. **Area of Coverage:** Bidders are not required to offer services to every state or territory, but must respond with Attachment G, listing all requested information regarding the geographical areas of service.

II. MASTER AGREEMENT OBJECTIVES

- A. To obtain best value, and more favorable pricing, than is obtainable by an individual state or local government entity due to the collective volume of potential purchases by numerous state and local government entities.



- B.** To obtain competitive, qualified Contractors in Debris Removal and Monitoring. These services are needed in various situations, emergent, or otherwise. And can could be natural, or creature created anywhere across the nation. In events of declared emergencies, Contractors are expected to comply with all EPA, FEMA, State, and Federal guidelines and regulations The resulting contracts will serve as a platform of contractual relief to participants in urgent times regarding the scope of this RFP. Participants may utilize Contractors outside of a declared emergency if a Contractor has indicated ability, offered pricing, and been awarded in that category.
- C.** When applicable to specific projects, Debris Monitoring contractors should not be employed by or affiliated with the Debris Removal contractors.

III. MASTER AGREEMENT DESCRIPTION

The State of Oklahoma is soliciting Suppliers to be included in competitive, best value contracts for Debris Removal and Monitoring Services. This is a full-service contract to include both debris removal and independent debris removal monitoring services separated into categories of debris type. Offerors may choose to respond to one or multiple categories in the services they provide and shall reflect the area of coverage. The categories for which an Offeror is submitting a response should be clearly identified in their proposal using Attachment G, Offeror Response Worksheet. The categories covered under this solicitation include:

Types Of Debris by Category

CATEGORY I	Vegetative Debris
CATEGORY II	Construction and Demolition Debris
CATEGORY III	Hazardous Waste
CATEGORY IV	Household Hazardous Waste
CATEGORY V	Electronic Waste
CATEGORY VI	White Goods
CATEGORY VII	Soil, Mud and Sand
CATEGORY VIII	Vehicles & Vessels

CATEGORY IX	Putrescent Debris
CATEGORY X	Infectious Waste
CATEGORY XI	Chemical, Biological, Radiological, and Nuclear Contaminated
CATEGORY XII	Value Add

A. Category Definitions:

I. **Category I: Vegetative Debris** may consist of whole trees, tree stumps, branches, tree trunks, and other leafy material.

II. **Category II: Construction and Demolition (C&D)** debris can be defined as damaged components of buildings and structures, such as lumber and wood, gypsum wallboard, glass, metal, roofing material, tile, carpeting and floor coverings, window coverings, pipe, concrete, fully cured asphalt, equipment, furnishings, and fixtures.

III. **Category III: Hazardous Waste** is regulated under the Resource Conservation and Recovery Act (RCRA) and contains properties that make it potentially harmful to human health or the environment. In regulatory terms, a RCRA hazardous waste is a waste that appears on one of the four hazardous waste lists or exhibits at least one of the following four characteristics: Ignitability, Corrosivity, Reactivity, Toxicity.

IV. **Category IV: Household Hazardous Waste (HHW)** refers to hazardous products and materials that are used and disposed of by residential consumers, rather than commercial or industrial consumers. HHW includes, but is not limited to, some paints, stains, varnishes, solvents, pesticides, and other products or materials containing volatile chemicals that catch fire, react, or explode under certain circumstances, or that are corrosive or toxic.

V. **Category V: Electronic Waste (e-waste)** refers to electronics that contain hazardous materials, such as cathode ray tubes. Examples of e-waste include, but are not limited to, computer monitors and televisions, DVD and Blu-Ray players, computer towers, laptops, servers, cellphones, tablets, refrigerators, freezers, light bulbs, lamps, smart lights, batteries and other similar items. Typically, these products contain minerals and chemicals that require specific disposal methods. Contractor must comply with all federal, state, and local regulations and ordinances, and maintain any required certifications.

VI. Category VI: White Goods are defined as discarded household appliances such as refrigerators, freezers, air conditioners, heat pumps, ovens, ranges, washing machines, clothes dryers, and water heaters. Many white goods contain ozone-depleting refrigerants, mercury, or compressor oils that must be removed and processed following environmental protocols and procedures before the white goods can be further processed for disposal and recycling.

VII. Category VII: Soil Mud, and Sand, any soft or fine grade earth sediment

VIII. Category VIII: Vehicles and Vessels are means of transportation, such as Cars, Trucks, Boats.

IX. Category IX: Putrescent Debris is any debris that will decompose or rot, such as animal carcasses and other fleshy organic matter. Handling of putrescent debris must comply with applicable Federal and SLTT requirements.

X. Category X: Infectious Waste is waste capable of causing infections in humans and can include contaminated animal waste, human blood and blood products, medical waste, pathological waste, and discarded sharps (needles, scalpels, or broken medical instruments). Clearance, removal, and disposal of infectious waste may be under the authority of another Federal agency (the Centers for Disease Control and Prevention, EPA, etc.) or applicable state agency.

XI. Category XI: Chemical, Biological, Radiological, and Nuclear (CBRN)-Contaminated debris is any debris contaminated by chemical, biological, radiological, or nuclear materials because of a natural or man-made disaster, such as a weapon of mass destruction event. The clearance, removal, and disposal of CBRN-contaminated debris should be performed in accordance with applicable Federal statutes, regulations, policies, and other guidance documents.

XII. Category XII: Value Added Proposals; Suppliers may propose additional services not otherwise included in the solicitation. Suppliers must describe how these services would add value to the State and meet all other evaluation requirements listed in Attachment C. These additional services must be within the scope of the contract and not otherwise detailed in the other award categories. The State reserves the right to utilize options that are deemed to provide value to the State.

IV. Master Agreement Scope of Service

A. Disaster Debris Removal and Monitoring Services - The selected firms will be expected to provide debris removal or monitoring services to include debris

generated from the public rights-of-way, private property, drainage areas/canals, waterways, and other public, eligible, or designated areas. Specific services may include:

- i. Coordinating daily briefings, work progress, staffing, and other key items with Entities Participating project Lead/ Coordinator.
- ii. Selection and permitting of Temporary Debris Storage and Reduction locations and any other permitting/regulatory issues as necessary.
- iii. Scheduling work for all contractor staff on a daily basis.
- iv. Hiring, scheduling, and managing field staff. Monitoring and managing recovery contractor's operations and making/implementing recommendations to improve efficiency and speed of work.
- v. Assist the Participating Entities point of contact with updates around the project and Statement of Work, responding to public concerns and comments, if requested.
- vi. Work with the Participating Entity to do a comprehensive review, reconciliation, and validation of debris removal contractor(s) invoices prior to the Participating Entity submits for payment processing.
- vii. Tracking and entering load tickets into a database application with GPS coordinates per FEMA requirements.
- viii. Digitization of source documentation (such as load tickets).
- ix. Developing frequent operational reports to keep Participating Entities, Project manager or designee informed of work progress.
- x. Development of maps, GIS applications, etc. as necessary.
- xi. Documenting all debris such as leaners, hangers and stumps before and during removal.

B. Financial, Payroll, and Grant Management

- i. The offeror(s) shall ensure disaster recovery and restoration processes comply with laws, regulations and guidelines to maximize reimbursement for eligible disaster expenditures and to minimize timing for reimbursement.
- ii. Possess the expertise to assist in all disaster-recovery financial reimbursement and reporting processes from FEMA, State or other agency and ensure there are no duplications of submission if varying agencies are involved.
- iii. Possess the expertise to assist with FEMA, State (or other agency) guidelines to capture force account labor eligible expenses accurately for timesheets and project cost accounting and assist in the review of Participating Entity personnel policies to ensure compliance for eligible cost reimbursement.

- iv. Possess the expertise to assist with FEMA, State (or other agency) guidelines to ensure the capture of relevant data related to procured goods and services and provide oversight of contractor's billing to ensure all costs eligible for disaster grant funding are documented and claimed.
- v. Perform periodic review and reconciliation of actual project spending to ensure project costs are accurately captured.
- vi. Ensure documentation is sufficient to respond to Office of Inspector General (OIG) audits and reviews.

C. Information Technology and Data Management

- i. Develop processes to properly collect data and document information as necessary to optimize compliance with FEMA, State, or other agencies; such as a Load Ticket or Load Ticket System. A debris removal load ticket is a critical document used to track and verify the removal of debris. It can be done manually; however, ticket systems are preferred as these tickets are essential for accounting purposes and are often required when applying for FEMA funds.
 - 1. Load tickets are issued at the loading site and filled out at both the loading and unloading sites.
 - 2. They document the weights and volumes of debris collected by contractor vehicles.
 - 3. They serve as accounting forms and are crucial for verifying the amount of debris removed, which is necessary for contractor payments and reimbursement applications.
- ii. No additional cost may be associated with data management plans or tracking software.
- iii. The Offeror represents that it does not provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument as defined by 52.204-26 Covered Telecommunications Equipment or Services-Representation.

D. Insurance and Other Funding Support

- i. Review and understand Participating Entity Insurance coverage requirements for disaster recovery and restoration processes. Comply with laws, regulations and guidelines as required by FEMA, state or other agencies.

E. Hazard Mitigation Support



- i. Provide expertise in identifying, developing and evaluating opportunities for the development of hazard mitigation programs to reduce or eliminate risk from future events.
- ii. Possess the expertise to assist the Participating Entity in preparing relevant documentation and analysis related to hazard mitigation grant programs.
- iii. Work with the Participating Entities hazard mitigation programs to comply with laws, regulations, and guidelines as required by FEMA, State, or other agencies.

F. Emergency Management Support Services

- i. Provide expertise related to post-disaster recovery.