



CITY OF AVONDALE
Finance and Budget Department
11465 West Civic Center Drive
Suite 250
Avondale, AZ 85323-6807
Phone: 623-333-2029
Fax: 623-333-0200

**REQUEST FOR QUOTATION
FOR
HOMELESS ENCAMPMENT BIOHAZARD REMOVAL, DISPOSAL & STRUCTURE DEMOLITION
NFS 22-013**

All responses due by 09/23/2021, 3:00 P.M., Local Time, Phoenix, Arizona. Please email the completed Exhibit A and Exhibit B to Jill Lin, Senior Buyer at jlin@avondaleaz.gov.

**Non-Mandatory Pre-Bid Teleconference as indicated below:
Date and Time: 09/13/2021 01:00 P.M.
Call-in Instruction: Please see page 6.**

The City is seeking a Contractor that will provide homeless encampment cleanup and abatement services. This is a pilot program and is anticipated to be in place for one year with the potential for extending to a second year. The resultant contract shall serve to prevent, prepare for and respond to the coronavirus pandemic and is funded by the U.S. Department of Housing & Urban Development. In conjunction with this contract, the City will contract with a homeless services provider who will provide outreach services for anyone residing in/around any homeless encampments and multiple attempts will be made to offer services, provide hygiene and temporary shelter. The Contractor will not be contacted for services until due diligence has been made to provide services.

Section I – Project Information

- 1.1. The Purpose: The Contractor shall provide all labor and expertise for surveying, documenting, clean-up, collecting, removal, and disposal services involving homeless encampment abatement actions on City or private property under an “on call basis.” It is anticipated that the City will have approximately 8 - 10 clean-ups annually. The City does not guarantee any minimum or maximum number of orders will be made pursuant to the resultant contract.
- 1.2. Scope of Work: The Contractor shall employ and utilize personnel trained to identify and protect themselves and the environment from hazards encountered during the course of work in homeless encampment abatement that may include biohazardous material, other encampment waste material to provide a safe and clean environment. Site supervisor and workers must be trained and certified in handling and disposal of hazardous materials. The Contractor is to provide copies of any applicable training records, certifications, and licenses required to perform this work with bid submittal.

- 1.2.1. Required Work. Typical job sites may vary in size from large multi-day clean up services, where dumpsters are needed to handle the volume of debris, to small encampment clean up services with one tent and two or three 30-gallon trash bags of debris. Some work may require the removal of wood frame or concrete block structures.
- 1.2.2. Work Hours. Contractor shall conduct work between the hours of 7:00 a.m. – 6:00 p.m. Monday through Friday.
- 1.2.3. Site Conditions. Sites are considered to contain a variety of materials that may contain hazardous materials including biohazards, garbage, general debris, human waste, constructed temporary shelter, and other items associated with homeless occupancy.
- 1.2.4. Site Locations. Each site will be identified individually. Sites may be under structures, open fields, vegetated ground cover, abandoned structures, scrap material/tent build materials.
- 1.2.5. Access: Property may be public or privately owned. The City will be responsible to give access to the site.
 - 1.2.5.1. Contractor may be required to remove and dispose of vegetation in order to gain access to encampment sites and raze trees and shrubbery to allow better visibility of sites post encampment removal.
- 1.2.6. As directed by the City, Contractor shall provide clean-up services for homeless encampment sites:
 - 1.2.6.1. Notification: Contractor shall receive notification from the designated City representative by phone or email. Contractor shall coordinate a Site Assessment Meeting within 48 hours of initial contact by the City. The City Representative shall be determined at time of award.
 - 1.2.6.2. Site Assessment Meeting: Contractor shall meet with the designated City representative at the job site to review volume of work anticipated and schedule clean-up work that shall occur within five (5) working days of Site Assessment Meeting.
 - 1.2.6.3. Jobsites may be in heavy foliage, steep embankments, next to train tracks, nearby bodies of water and other requiring alertness to the environment and pre-planning to prevent injury or illness.
 - 1.2.6.4. Day of scheduled encampment clean-up work:
 - a) Contractor shall meet the designated City representative at the specified job site at the specified time.
 - b) Contractor shall work with the designated City representative or law enforcement to ensure camps are clear of occupants.

- c) Contractor shall provide all labor, materials, tools, protective clothing, heavy machinery, equipment, vehicles, and supplies required to remove homeless encampments.
 - d) Contractor shall provide a crew sufficient to properly clear and clean the site.
 - e) Contractor will be responsible for the supervision/management of its crew and ensure all necessary safety procedures are followed.
 - f) Contractor shall provide and maintain to their staff all appropriate Personal Protective Equipment (PPE) while onsite and provide all necessary tools for collecting, removal, and transportation of debris.
 - g) PPE shall include but not be limited to hardhats, safety glasses, vest, gloves, and leather (or adequately puncture resistant) boots.
 - h) Contractor shall separate debris, biological waste, sharps, and other hazardous substances and materials by using proper containers for storage and transport.
 - i) Contractor shall remove, transport, and dispose of all debris, biological waste, sharps, and other hazardous substances and materials to proper collection sites in accordance with all applicable laws.
 - j) Contractor shall photograph the encampment site before, during and after the cleanup to document the condition of the site. Contractor shall provide photographs of cleanup to the City electronically within 5 business days after completion of the clean-up.
 - k) Contractor shall trim and dispose of vegetation at sites as directed by the City as an encampment deterrent measure.
- 1.2.6.5. Contractor shall follow best practices of work procedures to safely manage any hazardous materials that may be found on the jobsite, including urine, feces, soiled personal hygiene items, syringes, and other materials which could pose a health threat.
- a) Contractor shall immediately contact the local Police Department in the event that any weapons or illegal contraband is found. In most circumstances, weapons and illegal contraband will be removed prior to the arrival of the Contractor.
 - b) Disposal fees for the removal of debris, bio waste, sharps, and other hazardous substances and materials shall be defined on Appendix A Bid Schedule.
 - c) Contractor shall take pictures at Site Assessment Meeting, during work and after completion of work.
 - d) Notify the City if an adjacent homeless encampment is discovered in the general area during the course of an encampment clean-up to obtain authorization prior to proceeding with any additional work that was not identified in the original Site Assessment Meeting.

1.2.7. Contractor's Responsibilities:

- 1.2.7.1. Clean-up responsibilities shall include surveying sites, collecting debris, dismantling temporary structures, removal of trash, removal of human waste, etc.
- 1.2.7.2. The Contractor shall supply all labor, material, tools, protective clothing and gear, and equipment that is require or needed to perform the work to handle, remove, transport, and dispose of the waste materials and leave a clean site.
- 1.2.7.3. The Contractor shall coordinate with the City on a site-by-site basis to determine the work order for each encampment clean-up. The work order will establish the site start date, estimated timeframe of work, staging area, traffic control if required, and name of the onsite representative.
- 1.2.7.4. The Contractor is responsible for the supervision and management of its crew and subcontractor(s) and ensure all necessary safety procedures are followed. This individual will serve as the City's contact.
- 1.2.7.5. The Contractor shall photograph the encampment site before and after cleaning and provide electronic copy of each photograph to the City.
- 1.2.7.6. The Contractor shall notify the City when the work is complete and provide a clean-up report for each site including total weight of debris removed.
- 1.2.7.7. In the event that an adjacent homeless encampment is discovered in the general area during the course of a project, the Contractor shall notify the City's designated representative to obtain authorization prior to proceeding with any additional work that was not identified in the work scope.
- 1.2.7.8. The Contractor shall follow best practices work procedures to safely manage any hazardous materials found on the jobsite, including urine, feces, soiled personal hygiene items, syringes, and other materials which could pose a health threat.
- 1.2.7.9. The Contractor shall trim shrubs and vegetation as required by the City as a deterrent measure for future encampment.
- 1.2.7.10. The Contractor shall immediately contact the Avondale Police Department through 911 if a weapon is found.
- 1.2.7.11. The Contractor is to perform work in a timely and efficient manner and conduct themselves in a courteous and business-like manner at all times.
- 1.2.7.12. The Contractor shall properly handle and dispose of solid waste and hazardous waste in accordance with all applicable laws.
- 1.2.7.13. Avondale Police Department will clear site prior to access by Contractor.

1.2.8. City's Responsibilities:

- 1.2.8.1. Issue a work order with a minimum of one-week notification to the Contractor to start time of a cleanup project.
- 1.2.8.2. Provide security if requested during clean-up.

- 1.2.8.3. Provide a City representative to serve as a point of contact for reviewing work orders, authorizing work, addressing The Contractor issues and questions.
- 1.2.8.4. Post “Notice to Vacate” signs at the work site 72 hours prior to the commencement of each removal project. City will photograph notices to document time and location of posting.
- 1.2.8.5. City may inspect, accept or reject any of Contractor’s work either during performance or when completed. City shall reject work by a timely written explanation; otherwise Contractor’s work shall be deemed to have been accepted.
- 1.2.8.6. Contractor shall correct performance within 48 hours upon the receipt of written explanation on any rejected work.

1.3. Minimum Qualifications:

- 1.3.1. The bidder must obtain a DUNS number prior to the award.
<https://fedgov.dnb.com/webform/displayHomePage.do>

1.4. Federal Clauses:

- 1.4.1. Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
- 1.4.2. Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

- 1.5. Waiver; Rejection; Reissuance: Notwithstanding any other provision of this Request for Quotation, the City expressly reserves the right to: (i) waive any immaterial defect or informality, (ii) reject any or all quotations submitted or portions thereof and (iii) reissue Request for Quotation.

- 1.6. Project Cost Estimate: Before commencing each work order, the Contractor shall prepare a quotation with an estimated number of hours needed and a not-to-exceed ceiling price.

Section II – Instructions and Conditions

- 2.1. This is an indefinite quantity and indefinite delivery Agreement for Services, which shall only be provided when the City chooses to move forward with a pending project and proper authorization and documentation have been approved. The City does not guarantee any minimum or maximum amount of Services will be requested under this Agreement.
- 2.2. Please email the completed and signed page 7, Exhibit A and Exhibit B to the email address above.
- 2.3. Contractor shall provide the Services in accordance with a safety plan that is compliant with Occupational Safety and Health Administration (“OSHA”), American National Standards Institute and National Institute for Occupational Safety and Health standards. If, in the Contractor’s sole determination, the Services to be provided do not require a safety plan, Contractor shall notify the City, in writing, describing the reasons a safety plan is unnecessary. The City reserves the right to request a safety plan following such notification.
- 2.4. If you need additional information or have questions please contact Jill Lin by email jlin@avondaleaz.gov or Marsha Chavez or by email mchavez@avondaleaz.gov
- 2.5. Non-mandatory pre-bid meeting via Zoom
<https://avondaleaz.zoom.us/j/85687581364?pwd=MUw5QlI3SGFxeGdlT0lJT1BuWVWVWdz09&from=addon>
Meeting ID: 856 8758 1364
Passcode: 304538 One tap mobile
+17207072699,,85687581364# US (Denver)
+12532158782,,85687581364# US (Tacoma)
Dial by your location
+1 720 707 2699 US (Denver)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 646 558 8656 US (New York)
+1 301 715 8592 US (Washington DC)
+1 312 626 6799 US (Chicago)
Meeting ID: 856 8758 1364
Find your local number: <https://avondaleaz.zoom.us/j/85687581364?pwd=MUw5QlI3SGFxeGdlT0lJT1BuWVWVWdz09&from=addon>

Section III – Quotation:

- 3.1. Bid price shall be made F.O.B. Destination to the designated delivery points within the City.
- 3.2. All quotations must be signed with the firm name and by an authorized agent, officer or employee.
- 3.3. Award will be made on an individual or overall lowest price basis, whichever is most advantageous to the City of Avondale.
- 3.4. All responses shall be considered firm for a period of 90 calendar days, commencing the day following the date of the request for proposal due date. Any responses specifying any time less than 90 calendar days shall be deemed non-responsive.

Note: Prices offered shall include applicable state and local taxes.

Section IV – Execution and Submission

By executing this document and submitting an offer to the City of Avondale, the authorized agent agrees (i) he/she has read the City’s Standard Terms and Conditions, dated March 16, 2020, as set forth on the City of Avondale website ([http:// www.avondaleaz.gov/government/departments/finance-budget](http://www.avondaleaz.gov/government/departments/finance-budget)), which are incorporated into and become a part of the company’s offer as if set forth fully herein and (ii) the company shall be bound by the Standard Terms and Conditions, dated March 16, 2020. By signing below the company is offering to provide the services set forth in Exhibit A and upon written acceptance of the company’s offer by the City, it will have entered into a binding agreement. The offer shall be considered held open for 90 days from the quotes due date set forth above.

Signature: _____ Date: _____
Printed Name: _____ Title: _____
Company Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Email Address: _____ Telephone No. _____

Offers for amounts exceeding \$50,000 will not be authorized and will require a formal procurement process.

ACCEPTANCE OF OFFER AND CONTRACT AWARD (For City of Avondale Use Only)

The Contractor Offer is hereby accepted. The Contractor shall not commence any billable work or provide any materials or service under this Contract prior to the date this Contract is executed.

City of Avondale, an Arizona municipal corporation

_____ Date: _____
Charles Montoya, City Manager

EXHIBIT A
TO
REQUEST FOR QUOTATION
FOR
HOMELESS ENCAMPMENT BIOHAZARD REMOVAL, DISPOSAL & STRUCTURE DEMOLITION

[Quotation]

(See following page(s).)

EXHIBIT A

QUOTATION

NFS 22-013

HOMELESS ENCAMPMENT BIOHAZARD REMOVAL, DISPOSAL & STRUCTURE DEMOLITION

NOTE: Pricing shall be all-inclusive such as permits, overhead, profit, design, taxes, equipment, labor and material., All pricing blanks must be filled in. Incomplete or unfilled spaces in the Bid Price Sheet shall result in a determination that a Bid is non-responsive.

| Item No. | Description | Unit | Price |
|----------|---|--|-------|
| 1 | Site Assessment | Per Site | \$ |
| 2 | Site Clean-up Mobilization/Demobilization | Per Site | \$ |
| 3 | Site Clean-up Labor | Hour | \$ |
| 4 | Site Clean-up Equipment | Hour | \$ |
| 5 | Biohazard Technician | Hour | \$ |
| 6 | Biohazard Material Disposal | Per 55 Gallon Container | \$ |
| 7 | Non-Biohazard Material Disposal | Per Ton | \$ |
| 8 | Demolition of Structure: Structure demolition will be quoted as needed on each work order | Time and Materials with not-to-exceed ceiling price. | \$ |
| Total | | | \$ |

Before commencing each work order, the Contractor shall prepare a quotation with an estimated number of hours needed and a not-to-exceed ceiling price.

Company Name: _____

Authorized Signature: _____ Date: _____

EXHIBIT B
TO
REQUEST FOR QUOTATION
FOR
HOMELESS ENCAMPMENT BIOHAZARD REMOVAL, DISPOSAL & STRUCTURE DEMOLITION
NFS 22-005
[Contractor Application]

EXHIBIT B - CONTRACTOR APPLICATION

PLEASE TYPE OR PRINT LEGIBLY

1. Contact Person for this Application

| | | |
|-------|---------------|--------|
| Name: | Phone Number: | Email: |
|-------|---------------|--------|

2. Company Detail

| | | |
|------------------------|--------|---------------------|
| Company Name: | | |
| DUNS #: ¹ : | | ACC # |
| Company Address: | | |
| City: | State: | Zip Code: |
| Years in business: | | Number of Employees |

3. Principal of Company (If there are more principals, please attached a separate sheet of paper.)

| | | |
|------------------|--------|-----------|
| Name: | | Title: |
| Phone Number: | | Email: |
| Company Address: | | |
| City: | State: | Zip Code: |

4. Experience of Firm and Reference

| | | |
|---------------------------------|---------------|----------------------|
| Project 1. Project Description | Start Date: | |
| | End Date: | |
| Key personnel for this project: | | |
| Client Name: | Client Email: | Client Phone Number: |
| Client Address: | | |

| | | |
|---------------------------------|---------------|----------------------|
| Project 2. Project Description | Start Date: | |
| | End Date: | |
| Key personnel for this project: | | |
| Client Name: | Client Email: | Client Phone Number: |
| Client Address: | | |

¹ If your organization does not yet have a DUNS number, or no one knows it, visit the [Dun & Bradstreet \(D&B\) website](https://www.dunandbradstreet.com) or call 1-866-705-5711 to register or search for a DUNS number.

EXHIBIT B - CONTRACTOR APPLICATION

| | | |
|---------------------------------|---------------|----------------------|
| Project 3. Project Description | | Start Date: |
| | | End Date: |
| Key personnel for this project: | | |
| Client Name: | Client Email: | Client Phone Number: |
| Client Address: | | |

5. Key Personnel who will be assigned to this project

| | | |
|------------------------------|---|----------------------|
| Name of Member 1. | Job Title: | Years of Experience: |
| License(s)/certification(s): | <input type="checkbox"/> Yes, copies of licenses/certifications have been attached. | |
| Duties: | | |

| | | |
|------------------------------|---|----------------------|
| Name of Member 2. | Job Title: | Years of Experience: |
| License(s)/certification(s): | <input type="checkbox"/> Yes, copies of licenses/certifications have been attached. | |
| Duties: | | |

| | | |
|------------------------------|---|----------------------|
| Name of Member 3. | Job Title: | Years of Experience: |
| License(s)/certification(s): | <input type="checkbox"/> Yes, copies of licenses/certifications have been attached. | |
| Duties: | | |