



**REQUEST FOR PROPOSALS  
REMOVAL OF **STORM DEBRIS & ROOT BALLS**  
RESPONSE TO HURRICANE HELENE  
CITY OF MAULDIN  
DECEMBER 2, 2024**

**AMENDMENT 1**  
All changes marked in red. Formatting changes are not marked. RFP now includes fillable PDF Bid Form.

**SUMMARY**

The City of Mauldin Public Works Department is seeking qualified, insured contractors for the removal of **storm debris and** tree-root balls located within the right-of-way areas throughout the city limits. The successful contractor will be required to complete the work in compliance with all applicable local, state, and federal laws and regulations. The project is designed to help with the remaining large debris from Hurricane Helene and to get the city back in a safe and livable environment.

**BACKGROUND**

In September, the City of Mauldin was impacted by Hurricane Helene causing moderate to significant tree damage throughout the City. Utilizing both staff and contracted services, crews immediately began clearing debris from city streets and public Right-of-Ways (ROW). However, due to the volume of some storm debris and size of some root balls, assistance is needed to remediate remaining debris. The City’s goal is to clear all impacted neighborhoods that have not received comprehensive debris clearing and remove root balls that cannot be collected with City equipment. The City anticipates that all debris will be cleared by January 31, 2025.

**PROJECT DESCRIPTION**

The City is interested in experienced, insured, and bonded contractors with experience in removing and disposing of storm debris to include tree branches, tree trunks, root balls, brush and other similar vegetative debris caused by Hurricane Helene. All debris must be placed in certified landfills or designated debris collection location(s) approved by a regulatory entity. This project is part of Federal Emergency Management Agency (FEMA) clean-up funded action, and requires the strictest adherence to regulatory collection, transfer, disposal, and documentation requirements

**SCOPE OF WORK**

1. **Removal of designated storm debris:** Safely and effectively remove storm debris including branches, tree trunks, root balls and other vegetative debris from the right-of-way areas identified by the City of Mauldin.
2. **Site Preparation and Safety:** Ensuring all work is completed with minimal disruption to public safety, resident homes, and public infrastructure. This includes proper traffic control, signage, and safety barriers as necessary.
3. **Disposal of Materials:** All removed debris must be properly disposed of in accordance with all applicable waste disposal regulations and disposed of in landfill(s) or other designated collection points as approved by the City.
4. **Documentation:** Contractor is required to provide detailed documentation of all work completed including but not limited to the number and location of loads gathered, pictures of debris (before





and after collection activities) landfill load tickets and other information that may be deemed necessary for the City to collect in compliance with FEMA reimbursement requirements. Contractor will work with the City to provide final close-out documentation including certification that all contractors and subcontractors have been paid.

- 5. **Communication:** Contractor will work with the City regarding any and all communication with residents/public prior to starting, during debris removal operations, and after. Any and all crews assigned to debris removal should refrain from communicating operations with the public or residents directly. All questions and inquires should be referred to the City of Mauldin Public Works Department.

### Contractor Qualifications

All bidders must meet the following minimum qualifications:

- **Business License:** The contractor must hold a valid business license to operate in the City of Mauldin.
- **Insurance:** The contractor must provide proof of general liability insurance, with minimum coverage amounts of \$1,000,000 per occurrence and bonded.
- **Workers’ Compensation Insurance:** The contractor must also provide proof of workers’ compensation insurance as required by South Carolina state law.
- **Experience:** The contractor should have experience in performing similar work, including tree and root ball removal in a municipal or public works context. Contractors with previous experience with FEMA compliance and regulations is preferred.
- **Subcontractors:** Any subcontractors used for this contract must have the same requirements as listed above and disclosed to the City.

### General Terms and Conditions

- The City of Mauldin reserves the right to reject any or all bids, to negotiate with the successful bidder, and to make awards in the best interest of the City.
- All work must be completed in accordance with the terms and conditions set forth in the final contract, which will be executed by the successful contractor.

### INITIAL PROJECT TIMELINE

The following tentative schedule is anticipated for selection, contract negotiations and contract award.

RFP Issuance	December 2, 2024
Deadline to submit all questions	December 11, 2024
Proposals due	December 13, 2024, at 5:00 PM
Bid Opening	December 16, 2024, at 10:00 AM
Beginning of Work	TBD



## SUBMISSION OF PROPOSALS

All bids should be addressed and submitted via the following methods:

### **By Mail or In-Person:**

City of Mauldin  
Cindy Miller-Storm Debris Removal RFP  
5 E. Butler Street P.O. Box 249  
Mauldin, SC 29662

Electronic submissions:  
Subject line: "Debris Removal RFP"  
Cindy Miller

[cmiller@mauldincitysc.com](mailto:cmiller@mauldincitysc.com)

## **Bid Opening and Evaluation**

Bids will be publicly opened on **Monday, December 16, 2024, at 2:00PM** in the Court Room/Council Chambers at City Hall, 5 E. Butler Street, Mauldin, SC 29662.

The City of Mauldin reserves the right to reject any or all bids, waive informalities, and award the contract to the lowest responsible bidder based on the bid evaluation criteria, including but not limited to cost, experience, and compliance with all requirements.

It is the bidder's sole responsibility to ensure the revisions are received by the city prior to the closing date and time. Proposals received after the closing date and time may not be accepted or considered.

Questions should be emailed to Matthew Fleahman, Public Works Director, at [mfleahman@mauldincitysc.com](mailto:mfleahman@mauldincitysc.com).



## STORM DEBRIS RFP BID FORM

<b>Company Name:</b> _____
<b>Contact Name:</b> _____
<b>Phone Number:</b> _____
<b>Email Address:</b> _____
<b>Business Address:</b> _____
<b>Tax ID:</b> _____ <b>DUNS:</b> _____
<b>City of Mauldin Business License:</b> _____

### REFERENCES

Name of Business	Name of Reference	Contact Information	Scope of Work/Project

### SUBCONTRACTORS

Name of Business	Contact Information	Scope of Work/Project

### SCOPE OF WORK DESCRIPTION

Please briefly describe the type of equipment that will be used and the method in which storm debris will be collected and disposed.

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**Signature of Authorized Representative:** \_\_\_\_\_

**Date:** \_\_\_\_\_