



October 12, 2018

**REQUEST FOR PROPOSALS
DISASTER RELATED DEBRIS REMOVAL SERVICES
Reference No. 19-027**

The City of Albany Procurement Division, 222 Pine Avenue, Albany, Georgia, will receive sealed proposals from qualified and experienced disaster related debris removal contractors until **5:00 p.m.** local time on **October 19, 2018**, to provide services for removal of debris created from storm related events. Contract shall be for one (1) year with four (4) options to renew for additional one-year terms per § O.C.G.A 36-60-13.

A Pre-Submittal Conference will be held at 10:00 a.m. on **October 17, 2018** at the Procurement Division office, to review requirements and answer questions. All prospective respondents are strongly encouraged to attend.

The City of Albany strongly encourages Small Business firms to participate in this RFP. All Corporations should provide corporate seal, a copy of the Secretary of State's Certificate of Incorporation, and a listing of the principals of the corporation with their response.

Firms that wish to join in a consortium must designate one firm as the principal or lead firm. Consortiums will be evaluated according to the same requirements as a single firm.

Any interested and qualified firm and/or party is requested to make a response to accomplish the Scope of Services described herein. The response is to be signed by a duly authorized official of the firm and must be submitted in the time, manner and form prescribed. No reimbursement will be made by the City for any costs incurred prior to a formal notice to proceed should an award of contract result from this solicitation.

The City of Albany reserves the right to reject any and all responses and to waive technicalities as deemed to be in the best interest of the City. The City of Albany reserves the right to request additional information from a respondent(s) as deemed necessary to analyze responses.

For additional information, contact Yvette Fields, Director or Mike Trotter, Procurement Manager at (229) 431-3211 or email yfields@albanyga.gov and mtrotter@albanyga.gov, cc: tewilliams@albanyga.gov. The deadline for questions is **October 18, 2018**. Questions received after this deadline may not be answered. Replies of substance will be in the form of written addenda and made available to all potential respondents.

City of Albany,

A handwritten signature in blue ink that reads "Yvette Fields".

Yvette Fields
Director

CENTRAL SERVICES