

**NOTICE
CITY OF WEST MONROE, LOUISIANA
REQUEST FOR PROPOSALS (RFP)
EMERGENCY DEBRIS REMOVAL, HAULING, DISPOSAL,
AND RIGHT-OF-WAY CLEARING / TREE CUTTING SERVICES
WINTER STORM FERN**

Issue Date: January 30, 2026
Proposals Due: February 2, 2026, by 5:00 p.m.; email to apate@westmonroe.la.gov

1. PURPOSE

The City of West Monroe (“City”) is soliciting competitive proposals from qualified contractors to provide comprehensive Emergency Debris Removal, Hauling, Disposal, and Right-of-Way Clearing / Tree Cutting Services resulting from Winter Storm Fern.

The purpose of this solicitation is to obtain contractors capable of rapidly mobilizing personnel and equipment to remove disaster-generated debris, eliminate immediate threats to life, health, and safety, restore access to public rights-of-way and public property, and support community recovery.

If applicable, the City intends to seek reimbursement under FEMA Public Assistance Program, Category A – Debris Removal and/or Category B – Emergency Protective Measures, and therefore seeks contractors with demonstrated experience performing work in compliance with FEMA eligibility, documentation, and monitoring requirements.

2. DISASTER CONTEXT AND EXPEDITED PROCUREMENT

Winter Storm Fern caused widespread damage throughout West Monroe, including downed trees, storm debris, blocked roadways, and hazardous conditions affecting emergency response, utilities, and essential services.

Although federal and state law authorize noncompetitive procurement under emergency or exigent circumstances, the City has determined that an expedited competitive solicitation is practicable and in the City’s best interest.

Accordingly, this RFP is issued on an accelerated schedule to obtain documented competition while minimizing delay to critical response operations.

3. SCOPE OF SERVICES

Contractor(s) shall furnish all labor, supervision, equipment, materials, supplies, fuel, and incidentals necessary to perform emergency debris management and right-of-way clearing services, as directed by the City, including but not limited to the following:

A. Emergency Roadway Clearance

Immediate push, clearing, and removal of debris from travel lanes, shoulders, and intersections to restore emergency vehicle access and public traffic flow. Work may include cutting, moving, or repositioning debris to accessible locations for subsequent collection.

Roadways prioritized by the City shall be opened to at least one passable lane as quickly as practicable following Notice to Proceed.

B. Right-of-Way Clearing & Tree Cutting

Cutting, trimming, bucking, sectioning, and removal of downed or damaged trees, limbs, and woody debris located within public rights-of-way and on public property. Removal of hanging, leaning, or otherwise hazardous tree portions. Grinding of stumps when tree removal is required. Staging of cut material in safe and accessible locations designated by the City for subsequent hauling.

Work shall be performed in a manner that eliminates hazards, maintains pedestrian and vehicular safety, and allows efficient follow-on debris hauling.

C. Debris Collection & Hauling

Collection, loading, and hauling of eligible storm-generated debris from public rights-of-way and public property to temporary debris management sites or approved disposal facilities. Debris types may include vegetative debris, construction and demolition debris, and mixed debris, as directed by the City. The City anticipates that debris will be hauled to the local landfill for disposal, and the City will be responsible for all applicable tipping fees.

Debris shall be collected in a systematic, route-based manner as directed by the City, with reasonable progress demonstrated daily. Contractor shall use City-approved load tickets, electronic systems, and reporting formats for all operations. Contractor shall cooperate with City-retained debris monitoring firm and comply with monitoring protocols established by the City.

Contractor shall segregate debris by type (vegetative, C&D, mixed, white goods, electronic waste, household hazardous waste) as directed by the City. Commingling of debris types is prohibited unless expressly authorized by the City.

D. Temporary Debris Management Sites (TDMS)

The City may utilize TDMS or direct haul to disposal depending on operational needs. If TDMS is used, establishment, operation, maintenance, and closure of temporary debris management sites, including site preparation, access control, traffic flow, segregation of debris streams, stockpiling, load-out operations, and environmental protection measures.

Sites shall be organized, controlled, and operated to prevent commingling of debris types and to support accurate monitoring. Contractor shall implement erosion control, dust suppression, and stormwater protection measures as necessary. Contractor shall restore all temporary debris management sites and work areas to pre-use condition or better, as directed by the City.

E. Debris Reduction

Reduction of vegetative and other approved debris through grinding, mulching, or other approved methods at TDMS or other City-approved locations.

Reduction methods shall maximize volume reduction while maintaining safe operations.

F. Haul-Out & Final Disposal

Loading and hauling of reduced or unreduced debris from TDMS or collection points to City-approved final disposal, recycling, or processing facilities.

G. Special Debris Streams (if directed)

Collection, handling, transportation, and disposal of special debris types, which may include white goods (appliances), electronic waste, tires, and household hazardous waste, in accordance with applicable laws and regulations.

* All work shall be performed only upon direction of the City. No work shall be performed on private property without written authorization from the City.

4. CONTRACT TERM

- The City anticipates awarding short-term emergency contracts with an initial term of up to thirty (30) days, renewable at the City's option in additional thirty (30) day increments.
- The City may award contracts to one or multiple contractors.

5. MOBILIZATION REQUIREMENTS

- Proposers must demonstrate ability to:
 - Mobilize management personnel within twenty-four (24) hours of written or electronic Notice to Proceed.
 - Mobilize field operations within seventy-two (72) hours of written or electronic Notice to Proceed.
 - Sustain operations with sufficient staffing and equipment.
- Failure to meet mobilization commitments may be grounds for termination.

6. PRICING

- Proposers shall submit pricing using Attachment A – Bid Schedule. Lump sum pricing is not permitted. Proposers shall refer to the pricing instructions.
- Prices shall:
 - Be firm for the contract term.
 - Be all-inclusive.
 - Include labor, supervision, equipment, fuel, insurance, overhead, and profit.
- The City reserves the right to compensate work using unit pricing, time-and-materials pricing, or a combination thereof, as determined by the City based on operational need.
- Standby or idle time shall not be compensated unless expressly authorized in writing by the City.
- Cubic yard quantities shall be calculated using certified truck bed capacities and verified by load ticket or monitoring documentation.
- The City will evaluate pricing for fairness and reasonableness. The City may reject prices determined to be unbalanced or unreasonable.
- The City shall not be responsible for payment for work performed without prior authorization.

7. PROPOSAL CONTENTS

- Proposals should be concise and include:
 - Firm name, address, and contact information.
 - Description of disaster debris and/or ROW clearing experience.
 - Description of FEMA Public Assistance project experience.
 - Mobilization plan.
 - Equipment and personnel resources.
 - Documentation and reporting approach.
 - Completed Attachment A – Bid Schedule.
 - Three (3) references for similar work.
 - Certification of no conflict of interest.
 - Attachment B – Debarment/Suspension Certification.

8. EVALUATION AND SELECTION

- Proposals will be evaluated based on:
 - Experience with similar emergency operations.
 - Ability to mobilize quickly.
 - Adequacy of personnel and equipment.
 - Documentation and compliance approach.
 - Pricing reasonableness.
- The City may seek clarifications and may negotiate limited terms.

9. INSURANCE

Contractors shall maintain insurance meeting City requirements and provide certificates upon request.

10. DOCUMENTATION AND RECORDKEEPING EXPECTATIONS

- Contractors must maintain daily records of:
 - Labor and equipment hours;
 - Locations worked;
 - Debris types handled;
 - Disposal or reduction activities.
- Records must be available for City, state, and federal review.

11. FEDERAL COMPLIANCE REQUIREMENTS

- Contracts funded in whole or in part with FEMA assistance must comply with 2 C.F.R. Part 200, including §§ 200.317–200.327, and all applicable federal contract clauses.
- Contractors must maintain records, allow audits, and comply with monitoring requirements. Contractor shall retain all records related to this contract for a minimum of five (5) years after final closeout, or longer if required by law or FEMA.

12. RESERVATION OF RIGHTS

The City reserves the right to reject any or all proposals, waive informalities, make multiple awards, and cancel this RFP. The City may assign work among contractors in its sole discretion.

13. NO GUARANTEE OF FUNDING

Issuance of this RFP or award of any contract does not guarantee FEMA reimbursement or availability of grant funds.

14. SUBMISSION INSTRUCTIONS

Proposals must be received by email to apate@westmonroe.la.gov no later than 5:00 p.m. on Monday, February 2, 2026.

Late proposals may be rejected.

ATTACHMENT A

PRICE SCHEDULE CITY OF WEST MONROE – WINTER STORM FERN

A. PRICING INSTRUCTIONS

1. All prices shall be firm and fixed for the duration of the contract, unless adjusted by written amendment executed by the City.
2. All prices shall be all-inclusive, including but not limited to labor, supervision, equipment, fuel, lubricants, maintenance, mobilization, demobilization, insurance, bonds, permits, overhead, profit, and all other incidentals necessary to perform the work.
3. Rates shall apply only when work is authorized in writing by the City. The City makes no guarantee of minimum quantities.
4. Where both unit pricing (per cubic yard / per unit) and time-and-materials pricing (hourly) are provided, the City reserves the right to determine the pricing method used for specific tasks.
5. Unit prices for debris collection and hauling shall include loading, hauling, and dumping at City-approved sites unless otherwise stated.
6. Haul distance shall be measured as one-way road miles from the collection point to the designated debris management site or disposal facility.
7. Invoices shall be supported by detailed daily documentation, including labor, equipment, load tickets, haul distances, and disposal records.
8. Mathematical errors in extensions or totals shall be corrected by the City based on the unit prices provided.
9. Failure to provide a price for any item may result in the proposal being deemed non-responsive.
10. The City anticipates paying landfill tipping fees directly; however, if disposal fees are billed by Contractor, such fees shall be treated as pass-through costs with no markup. Contractor shall provide all weight tickets, scale receipts, and disposal documentation required to support reimbursement.
11. Cubic yard quantities shall be calculated using certified truck bed capacities and verified by load ticket or monitoring documentation.
12. Any exceptions, additions, or changes to this form shall be specifically noted.

13. Proposers are only required to bid items they intend to provide for use in connection with their services. Proposers may add or substitute equipment depending upon operational need.

B. Labor

Item	Unit	Rate
Operations Manager / Supervisor	Hour	\$
Crew Foreman	Hour	\$
Equipment Operator	Hour	\$
General Laborer	Hour	\$
Chainsaw Operator	Hour	\$
Truck Operator / Driver	Hour	\$
Safety Officer	Hour	\$
Documentation Clerk	Hour	\$

C. Heavy Equipment with Operator (Hourly)

Item	Unit	Rate
Skid Steer Loader (Bucket or Grapple)	Hour	\$
Compact Track Loader (CTL) (with bucket or grapple)	Hour	\$
Wheel Loader – Medium (approx. JD 544 / Cat 930 class) with debris grapple	Hour	\$
Wheel Loader – Large (approx. JD 644 / Cat 950 class) with debris grapple	Hour	\$
Knuckleboom Loader (any size, with grapple)	Hour	\$
Telehandler / Extendaboomb Forklift (with grapple)	Hour	\$
Excavator – Medium (approx. 160–210 class or ~1.5 CY bucket)	Hour	\$
Excavator – Large (approx. 300–350 class or ~2.5 CY bucket)	Hour	\$
Rubber-Tired Excavator (with grapple)	Hour	\$

Backhoe Loader (rubber tired)	Hour	\$
Dozer – Light (D4 class)	Hour	\$
Dozer – Medium (D5/D6 class)	Hour	\$
Dozer – Heavy (D7/D8 class)	Hour	\$
Motor Grader (125–140 HP class)	Hour	\$
Farm Tractor (30–50 HP with rake/box blade)	Hour	\$
Hand-Fed Debris Chipper	Hour	\$
Tub/Horizontal Grinder – Mid (300–400 HP class)	Hour	\$
Tub/Horizontal Grinder – Large (800–1,000 HP class)	Hour	\$
Stump Grinder	Hour	\$
Bucket Truck – Under 50’	Hour	\$
Bucket Truck – 50’ and Over	Hour	\$

D. Trucks with Driver (Hourly)

Item	Unit	Rate
Dump Truck – 18–20 CY	Hour	\$
Dump Truck – 21–30 CY	Hour	\$
Dump Truck – 31–70 CY	Hour	\$
Dump Truck – 70–110 CY	Hour	\$
Tractor Trailer / Walking Floor	Hour	\$
Grapple Truck	Hour	\$

E. Debris Reduction

Item	Unit	Rate
C&D – Compaction / Sorting	Cubic Yard	\$
Vegetative – Air Curtain Burner	Cubic Yard	\$
Vegetative – Grinding	Cubic Yard	\$

F. Debris Removal (Collection and Haul)

*Rates shall apply for haul distances up to fifteen (15) miles. Additional haul distances may be negotiated if required.

Item	Unit	Rate
Vegetative Debris	Cubic Yard	\$
C&D Debris	Cubic Yard	\$
C&D – Direct Haul	Cubic Yard	\$
Reduced Debris (Haul only)	Cubic Yard	\$

G. Hazardous Trees & Limbs (Per Unit)

1. Leaning / Split Trees – Cut Only (Flush Cut Included)

Diameter @ 2'	Rate
6-11.99"	\$
12-23.99"	\$
24-35.99"	\$
36-47.99"	\$
Over 48"	\$

2. Hanging Limbs – ROW

Item	Rate
Per Tree	\$

3. Hanging Limbs – Public Spaces

Item	Rate
Per Tree	\$

H. Hazardous Stumps /

1. ROW (Per Stump)

Diameter @ 2'	Rate
24-36"	\$
36-48"	\$
Over 48"	\$

2. Public Spaces (Per Stump)

Diameter @ 2'	Rate
24-36"	\$
36-48"	\$
Over 48"	\$

I. Temporary Debris Management Site (if needed)

Item	Unit	Rate
TDMS Setup	Each	\$
TDMS Operations	Cubic Yard	\$

J. Special Debris Streams

Item	Unit	Rate
Household Hazardous Waste	Pound	\$
White Goods Removal	Each	\$
Electronic Waste	Each	\$

K. Other Items

Item	Unit	Rate
Dumpster	Weekly	\$

ATTACHMENT B

**DEBARMENT AND SUSPENSION CERTIFICATION
CITY OF WEST MONROE – WINTER STORM FERN**

The undersigned certifies, to the best of its knowledge and belief, that neither the Contractor nor its principals:

1. Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
2. Have within the preceding three (3) years been convicted of, or had a civil judgment rendered against them for:
 - a. Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract;
 - b. Violation of federal or state antitrust statutes relating to the submission of offers; or
 - c. Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are presently indicted for or otherwise criminally or civilly charged by a governmental entity with any of the offenses listed above; or
4. Have within the preceding three (3) years had one or more public transactions terminated for cause or default.

The undersigned further certifies that it has checked the System for Award Management (SAM.gov) and that neither the firm nor its principals are listed as excluded.

If the Contractor is unable to certify to any of the statements in this certification, it shall attach a written explanation to this certification.

Firm Name: _____

Authorized Representative (Print): _____

Title: _____

Signature: _____

Date: _____