

**KANAWHA COUNTY COMMISSION
407 VIRGINIA STREET, EAST
CHARLESTON, WEST VIRGINIA 25301
(304) 357-0115**

Request for Proposals

RE: Subject Matter Expert (SME) for Disaster Debris Removal

DUE DATE: Proposals must be received on or before Friday, July 29, 2016, at 11:00 a.m. in the Kanawha County Commission Purchasing Office, 407 Virginia Street, East, Third Floor, Room 229, Charleston, WV 25301 (P.O. Box 3627, Charleston, WV 25336)

INSTRUCTIONS TO BIDDERS:

***PLEASE USE THIS FORM AS THE COVER SHEET FOR YOUR PROPOSAL**

1. Proposals must be received in a sealed envelope with the date and time of the bid opening on the outside of the envelope. Faxed or electronically submitted bids will not be accepted.
2. Bid must be F.O.B. Delivery Point, unless otherwise indicated in the specifications.
3. All proposals should be signed and in ink, showing all facts and the total amount of the bid.
4. The Kanawha County Commission reserves the right to accept or reject in part or in whole any proposal submitted, whichever is in the best interest of the County.

ITEM	DESCRIPTION	AMOUNT
1	Subject Matter Expert (SME) for Disaster Debris Removal	\$
TOTAL WRITTEN BID AMOUNT: _____		Dollars

Vendor Name: _____

Address: _____

Telephone: _____ E-Mail Address: _____

Signature: _____ /Date: _____

**REQUEST FOR PROPOSALS
COUNTY COMMISSION OF KANAWHA COUNTY
CHARLESTON, WEST VIRGINIA**

ITEM: Subject Matter Expert (SME) for Disaster Debris Removal

DATE: July 11, 2016

LOCATION: Kanawha County Commission
Kanawha County Courthouse
409 Virginia Street, East
Charleston, WV 25301

CONTACT: Questions Regarding Proposal Submission Questions Regarding Proposal Specifications

Jerie Whitehead Purchasing Director Kanawha County Commission 407 Virginia Street, East P.O. Box 3627 Charleston, WV 25301 Telephone (304) 357-0115 jeriewhitehead@kanawha.us	Andrew Gunnoe Deputy County Manager Kanawha County Commission 407 Virginia Street, East Charleston, WV 25301 Telephone (304) 357-0125 andrewgunnoe@kanawha.us
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The following Request for Proposals is intended to describe the need for a Subject Matter Expert (SME) and the details contained in this Request for Proposals are not designed to exclude any vendor from bidding, but are offered as a means of describing the needs of the Kanawha County Commission. Where brand names may be used, the words "or equal" are assumed to follow.

Debris SME

"...As a direct result of the June 22nd, 2016, flood event, the Kanawha County Commission is in need of technical expertise from a Subject Matter Expert (SME) in regards to disaster-related debris removal. SME must be proficient in the following activities:

1. Advise the County on Rules and regulations pertinent to disaster-related debris removal processes

2. Provide guidance on proper courses of action for disaster-related debris removal operations to include:
 - a. Curbside pick-up,
 - b. Debris Management Site (DMS) functions & responsibilities and
 - c. Final disposal to an approved landfill.
3. Ensure the County's awareness on rules, regulations and options related to potential applications for reimbursement from state and federal entities providing disaster assistance."
4. Complete and have on file Kanawha County Commission Vendor Registration Form, "No Debt Affidavit" and Internal Revenue Service Form W-9.
5. No bid shall be withdrawn for a period of ninety days after the time of the bid opening without the consent of the owner.
6. Rejection of Bids: The Kanawha County Commission reserves the right to reject any and/or all bids, in whole or in part, and to waive any informality in bidding.