**ADVERTISEMENT**

City of Ocean Springs, Mississippi

**REQUEST FOR PROPOSAL**

**DISASTER DEBRIS MONITORING SERVICES**

Notice is hereby given that the City of Ocean Springs is soliciting responses for **DISASTER DEBRIS MONITORING SERVICES**. Interested and qualified respondents may submit Request for Proposal (RFP) Packages, according to the requirements described herein, to the City of Ocean Springs, P.O. Box 1800, Ocean Springs, 39566. **All RFP Packages are due by or before 1:30 p.m. (CST) on July 26, 2023.**All RFP Packages will be publicly opened and read aloud at **2:30 p.m. (CST) on July 26, 2023,**in the Board of Aldermen Board Room in the Ocean Springs City Hall at 1018 Porter Avenue, Ocean Springs, MS 39564.

Information is sought for disaster-related **Disaster Debris Monitoring Services** of every kind and nature from public right of ways within the city limits, city property, beaches, and waterways. Right of Entry (ROE) may or may not be part of the projects. However, if the City, State, or FEMA authorizes the ROE, it may become part of specific projects.

Any and all questions or requests for information relating to this Request for Proposal shall be ***submitted in writing*** ***clearly labeled* DISASTER DEBRIS MONITORING SERVICES** by or before 12 p.m. (CT) on **July 19, 2023*.***

**Contact Information**: Patty Gaston, City Clerk

P.O. Box 1800

Ocean Springs, MS 39564

*Email***:** [pgaston@oceansprings-ms.gov](mailto:pgaston@oceansprings-ms.gov)

CC: [sharris@oceansprings-ms.gov](mailto:sharris@oceansprings-ms.gov)

*Phone*: (228) 230-1963

**Interested firms may not contact any official or staff member of the City of Ocean Springs, except the above-referenced individual with regard to this RFP. All inquiries will be routed to the appropriate staff member for response.**

RFP package, documents can be viewed or downloaded from [www.oceanspringsbids.com](http://www.oceanspringsbids.com).  RFP Respondents have the option of submitting RFP Packages in a **SEALED** envelope/container and/**or** **ELECTRONICALLY** through [www.oceanspringsbids.com](http://www.oceanspringsbids.com).

Submitted RFP Packages **MUST** be in a **SEALED** envelope/container and clearly marked on the exterior of the package: **DISASTER DEBRIS MONITORING SERVICES.** Each package submitted must have the respondent's name and mailing address marked plainly on the outside of the envelope/container. Each package shall consist of one (1) color original paper submittal and four (4) copies, one (1) USB flash drive containing one (1) Color PDF of the original documents of the RFP Package which shall include all required documents and any supplemental information. The RFP document format should be letter size, should have page numbers on the bottom of each page, font should be Times New Roman style, and font size should be 12 (twelve).

Submit electronic RFP Packages with the same format, information, forms, and requirements as for Sealed RFP Packages. When submitting electronically, the RFP Package must have a cover page with: **DISASTER DEBRIS MONITORING SERVICES**, the respondent’s name, and the respondent’s mailing address. When RFP Packages are submitted electronically, respondents must ensure that their electronic submission can be accessed and viewed by the City immediately upon opening. Any encrypted files, password-protected files, or incompatible files will be considered incomplete or blank and therefore unacceptable. Electronic RFP Packages must be secured with a blue ink signature or an electronic signature. For any questions relating to the electronic submittal, please call Plan House Printing at 662-687-1209.

The successful bidder must comply with all federal, state, and local requirements. The City of Ocean Springs reserves the right to reject all bids and to waive any informality. Bids may be held by the City of Ocean Springs for the purpose of review for a period not to exceed Ninety (90) days from the date of the bid opening.

Patty Gaston, City Clerk

City of Ocean Springs, Mississippi

**Mail or Ship RFP Packages to: OR Hand Deliver RFP Packages to:**

City of Ocean Springs City of Ocean Springs City Hall

Attn: Patty Gaston, City Clerk Attn: Patty Gaston, City Clerk

RE: Debris Monitoring Services RFP RE: Debris Monitoring Services RFP

P.O. Box 1800 1018 Porter Avenue -Tax Dept

Ocean Springs, MS 39566 Ocean Springs, MS 39564

**ELECTRONICALLY:** [www.oceanspringsbids.com](http://www.oceanspringsbids.com)

Publish: July 07, 2023 Bid Open: Wednesday, July 26, 2023

July 14, 2023