



**TAB F**  
**USE AND PROCUREMENT OF CONTRACTED SERVICES**



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## **TAB F: DEBRIS CONTRACTING**

### **I. EMERGENCY CONTRACTING PROCEDURES.**

- A. In the event of a Presidential disaster declaration, County jurisdictions may be eligible to receive reimbursement through FEMA's Public Assistance (PA) Program (subject to cost-share provisions), for the cost they incur for emergency clearance of debris from roadways and other public access facilities, and for the costs of removal and disposal of debris that poses an immediate threat to life, public health and safety. To be eligible for reimbursement under PA, contracts for debris removal must meet rules for Federal Grants, which means they are subject to the Common Rule specifying uniform administrative requirements for grants to the states and local governments.
- B. FEMA's common rule provisions can be found in 44 CFR Part 13, and specific subsections, such as 13.36, describe procurement and other requirements. PA applicants should comply with their own procurement procedures in accordance with applicable State and local laws and regulations, provided that they conform to applicable Federal laws and standards identified in Part 13.

### **II. TYPES OF DEBRIS CONTRACTS.** *(For detailed information regarding Debris Monitoring see Tab H, and for Debris Removal See Tab L)*

- A. Time and Materials. Time and Materials Contracts may be used for short periods of time immediately after the disaster to mobilize contractors for emergency removal efforts. They must have a dollar ceiling or a not-to-exceed limit for hours, and should be terminated when this time limit is reached. Such contracts are limited to 120 hours of actual work. The contract should include the following provisions:
  - 1. The price for equipment applies only when the equipment is operating;
  - 2. The hourly rate includes the operator, fuel, maintenance, and repair;
  - 3. The County reserves the right to terminate the contract at its convenience; and
  - 4. The County does not guarantee a minimum number of hours.



- B. Unit Price. Unit Price Contracts are based on weights (tons) or volume (cubic yards) of debris hauled, and may be used when scope-of-work is not well defined. Unit price contracts require close monitoring of pick-up, hauling, and dumping to ensure that quantities are accurate.
- C. Lump Sum. Lump Sum Contracts establish the total contract price using a onetime bid from the contractor. This will only be used when the scope of work is clearly defined, with areas of work and quantities of material are clearly defined. Lump-sum contracts may be defined in one of two ways:
  - 1. Area. The Area Method is where the scope of work is based on a one time clearance of a specified area; and
  - 2. Pass. The Pass Method is where the scope of work is based on a certain number of passes through a specified area.