

**Attachment "A"**  
**Scope of Work**  
**RFP-DEM-18-19-033**  
**Emergency Standby Material and Service Contracts**

**STATEMENT OF PURPOSE / NEED**

A. Purpose

- A.1. The purpose of this **Request for Proposals (RFP)** is to solicit sealed proposals to establish Emergency Standby Material and Service Contracts with multiple contractors through competitive solicitation. Awarded contractors will provide the Florida Division of Emergency Management, herein referred to as the "Division", with additional goods, services, and personnel resources when not available through other sources. The Division, along with various other state agencies, may require additional resources to help support the operation of State Logistical Staging Areas (LSA's), Commodity Points of Distribution sites (PODs), Community Shelters, and Emergency Worker Base Camps. It is critical that these support operations are up and operating as soon as possible once a need has been identified.
- A.2. The Contractor will work at the direction of the Division. The intent is to issue multiple three-year Emergency Standby Material and Service Contracts to all qualified vendors fully meeting the terms and conditions of this RFP.
- A.3. All resulting contracts will be issued with no guaranteed quantity of services, and the usage of this contract is wholly dependent upon the needs at the time of the emergency or disaster.

B. Statement of Need

- B.1. The Division is in need of emergency response contractors that can provide equipment, material, services and additional manpower to provide assistance in emergencies and disasters.
- B.2. The Division is looking for Contractors who will be able to respond to any of the disasters or events listed in the below section.
- B.3. Contractors must have availability of a wide variety of emergency response and recovery resources such as generators, pumps, material handling equipment, portable field HVAC plants, cranes, temporary field facilities (tents and field offices), portable restrooms, showers and feeding equipment and services, debris collection and reduction equipment, hazardous materials response equipment, disaster management, operations, equipment operator and support personnel.
- B.4. These services and goods must be delivered in a timely manner to correspond with the disaster at hand.
- B.5. The Division, acting pursuant to its authority under Chapter 252, Florida Statutes, has determined a need for products and services requested under this RFP, to be immediately available in the event of a declared emergency, and

hereby establishes multiple, stand-by contracts in order to insure those products and services are readily available.

## **CONTACT INFORMATION**

**The Contract Manager for the Division will be:**

Laura Beagle

Division of Response, Unified Logistics Section

Florida Division of Emergency Management

850-815-4222

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## **SCOPE OF WORK**

### **SECTION 1 - CONTRACTORS SHALL COMPLETE THE FOLLOWING TASKS AND DELIVERABLES FOR ALL SERVICES AND COMMODITIES UNDER THIS CONTRACT:**

- A. Continuous Liaison with the Government (Tasks):
  - A.1. Beginning on the date of execution of the contract, the Contractor shall be continuously available to the Government's representatives for response to requests for information, receipt of delivery orders, discussion of contract performance, and other contract administration activities.
  - A.2. To fulfill this requirement, within 30 days of receipt of the Notice of Award of this contract (unless a different period is allowed by the Contracting Officer), the Contractor shall:
    - A.2.1. provide the names, job titles, and contact information for both business and non-business hours, of a senior manager within the Contractor's organization, and a minimum of one similarly qualified alternate, available on a 24-hour, 7 days-a-week basis, to serve as continuously available liaison with the Government, and
    - A.2.2. submit an organizational chart displaying lines of authorities and assigned responsibilities within the contractor's organization relative to the performance and administration of this contract. The Organization Chart shall include names, position/job titles, contact information for both business and non-business hours, and a description of each person's responsibilities under this contract.
  - A.3. The Contractor shall submit the above information to the Contracting Officer by e-mail and regular mail. During the contract period, including any optional performance periods, the Government shall be notified immediately, by email and regular mail, of any changes regarding the designated liaisons or in the Organization Chart.
- B. Disaster Pre-Activation (Tasks):
  - B.1. Beginning on the date of award of the contract, the Contractor shall:
    - B.1.1. return emergency phone calls 24/7, within 4-hours of initial notification, and
    - B.1.2. participate on conference calls to review potential roles, equipment lists, mission priorities and services.

- C. Upon Activation, the Contractor shall:
  - C.1.1. provide management level personnel at the State Emergency Operations Center and/or to the State Logistics Response Center to collaborate with Division / Customer personnel within 24 hours, and
  - C.1.2. provide the State with projected date and timeline for arrival of resources.
- D. From the period of 1 June through 30 November of each year (Hurricane Season), each Contractor will confirm their available resources against items bid to include average response times to the Division / Customer on a bi-weekly basis, and then an updated version upon initial notification of accelerated preparedness measure due to impending events/storm(s) and as requested while services are engaged.
- E. Contractors must keep each disaster event separate in regard to resources and invoicing.
- F. Disaster Response Operations (Tasks):
  - F.1. Beginning on the date of execution of the contract, the Contractor shall:
    - F.1.1. work as a unified team alongside with state and federal agencies in the fulfillment of tasked missions
    - F.1.2. respond to missions as tasked by the State Emergency Response Team (SERT) in a timely manner.
- G. Disaster Response Operations (Deliverables):
  - G.1.1. provide on-site deployment and installation services for each piece of equipment if so mission tasked within timeframe listed on bid sheet.
  - G.1.2. provide real time asset tracking and accountability for all missions utilizing the Internet-based State Emergency Response Team (SERT) Incident Management Application.
  - G.1.3. provide real time asset tracking and accountability for all missions utilizing the Internet-based State Emergency Response Team (SERT) Resource Tracking Application.
- H. Where resource tracking systems are unavailable due to outages, a signed copy of the SERT Resource Tracking Form will be used to track all missions.
- I. Timely Delivery of Goods (Tasks):
  - I.1. The Contractor is responsible for performing all management, supervision, and other administrative activities necessary to assure performance in strict compliance with the terms and conditions of this contract. Time is of the essence in performance of this contract, as these products are required to sustain life in the aftermath of disasters that have or will disrupt normal supplies in the disaster location. Therefore, this contract requires immediate response, with timely production, delivery, and reporting by the Contractor.
- J. Timely Delivery of Goods (Deliverables):
  - J.1. Times of issuance of purchase orders, and times specified for delivery and start of service in purchase orders will be expressed in local time at delivery sites. Deliveries and starts of service will be considered timely if made at the specified delivery site within two hours before or after the time specified for delivery in the purchase order.
- K. The Contractor may attempt delivery and start of service and attempt to obtain acknowledgement of deliveries and starts of service before and after the time periods allowed; however, the Customer is not obligated to have an on-site representative

available outside of those time periods.

- L. The Contractor shall assure that every delivery is properly presented to the Customer and that Customer acknowledgement of every delivery is obtained.
- M. The Contractor shall be responsible for assuring that every delivery has all required documentation.
- N. Delivery shall be considered made when the Contractor has obtained written acknowledgement of the date and time of the arrival at the delivery site, the shipment is unloaded, and the driver is released by the on-site Customer representative.

## **PRODUCT RETURNS AND EXCHANGES**

### **A. Contractor Errors or Quality Problems**

A.1. Products returned/exchanged due to quality problems, duplicated shipments, outdated product, incorrect Product shipped, or Contractor errors otherwise not specified, shall be replaced with specified Products or the Customer shall be credited/refunded for the full purchase price.

A.2. Products returned/exchanged due to contractor errors or quality problems as identified above shall be picked up by the Contractor. No restocking Fee is allowed.

### **B. Customer Errors**

B.1. Products returned/exchanged due to Customer errors shall be replaced with specified Products or the Customer shall be credited/refunded for the full purchase price.

B.2. Delivery for a replacement Product shall be the same as stated in Purchase Order.

B.3. Returned Products shall be picked up by the Contractor at the time of delivery of the replacement Product, or within ten calendar days of receipt of written notification by the Contractor if a credit/refund is to be issued.

B.4. There shall be no restocking fee if returned Products are suitable for resale.

B.5. Contractor may charge a restocking fee not to exceed the net price of a returned Product if not suitable for resale.

## **INVOICING AND CLOSEOUT**

A. In accordance with subsection 287.058(1)(a), F.S., the Contractor will provide the Contract Manager invoices in sufficient detail for a proper pre-audit and post-audit thereof.

B. The Contractor shall submit monthly invoices in a timely manner (within 30-days following month end) with full and complete supporting documentation for all costs, based on mission number and task in accordance with the State of Florida Reference Guide for State Expenditures at: [http://www.myfloridacfo.com/aadir/reference\\_guide/](http://www.myfloridacfo.com/aadir/reference_guide/). This includes but is not limited location of services, meal counts, sign in sheets, etc. as applicable. Organize supporting documentation in the order it is listed on the invoice, preferably by week. Personnel should be grouped by location or function and listed alphabetically by last name for each day invoiced. Travel hours should be invoiced separately and clearly indicated as mobilization or demobilization.

C. To be payable invoices shall:

- C.1. Include, at a minimum: vendor name, the invoice number, invoice date, Contract Number (or Purchase Order number), mission number, invoice period, remit address, current invoice amount, and a certifying signature. Payment shall be made in accordance with § 215.422, F.S. and 287.0585, F.S., which govern time limits for payment of invoices;
- C.2. Monthly invoices shall be submitted to the Contract Manager via email and copy furnish Division Finance at: [Invoice@em.myflorida.com](mailto:Invoice@em.myflorida.com).
- C.3. Invoices must be accepted and approved by the Division.
- D. On long duration events, the State may permit the contractor to submit invoices on a weekly basis so long as all required supporting documentation is included and the asset has been demobilized. Final approval will be on an event-by-event basis between the Logistics Section, Finance Section and the Contractor.
- E. The State pays “**Net 40 Days**” as per State Financial Rule. Florida § 215.422.
- F. The State of Florida is Tax Exempt, as such; no taxes or surcharges of any sort shall be levied by the contractor to the State. Fuel taxes may be reimbursed upon approval by the Division / Customer.

### **SUBCONTRACTORS**

- A. A Contractor awarded a contract under this solicitation is hereby obligated to pay the subcontractor(s) for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or to notify the Division / Customer and the subcontractor(s), in writing, of the Contractor's intention to withhold payment and the reason.
- B. The date of mailing of any payment by U. S. Mail is deemed to be payment to the address. These provisions apply to each sub-tier Contractor performing under the primary contract. A Contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Division / Customer or State of Florida.
- C. Contractor will be responsible for all hiring, background checks, qualifications, salary, taxes and benefits for all locally hired personnel.

### **TRAVEL, LODGING AND PER DIEM**

- A. For all contracted employees who do not reside in the local commuting area for the work site, Contractor will be reimbursed in accordance with the State's Travel Reimbursement Manual and at the rates set forth for such expenses.
- B. Reimbursement will be due for each day that such employee is present at the work location.
- C. A Per Diem charge of \$36.00 per day for meals plus authorized incidental expenses, plus receipted lodging for all employees who do not reside within the local commuting area of the work site will be due for each day that such employee is present at the work location.
- D. When a meal is provided at the cost of the Division / Customer at a designated work area (State Emergency Operations Center, County Emergency Operations Center, State Logistics Response Center, Base Camp or County/State Logistical Staging Area) the per diem rate for that day will be reduced by the meal allowance authorized.

## **SECTION 2 – PRICE PROPOSAL TAB SPECIFIC CONDITIONS**

### **RESPONSE PACKAGES (TYPE I, II, III)**

In addition to **SECTION 1**, the following tasks, deliverables and financial consequences apply to **RESPONSE PACKAGES (TYPE I, II, III)**:

#### **A. Disaster Response Operations Tasks:**

##### **A.1. Upon activation, the Contractor shall:**

- A.1.1. provide management personnel at any state or county facility operations site (not limited to Logistical Staging Areas, Point of Distribution Sites, Disaster Recovery Centers and Public Shelters) when requested, in order to directly manage Contractor's assets in coordination with State / Division / Customer personnel.
- A.1.2. provide on-site maintenance and decontamination of provided equipment based upon manufacturer's maintenance schedule for equipment deployed more than 48-hours.
- A.1.3. conduct final recovery of equipment at the end of the mission and provide decontamination and rehabilitation of equipment prior to final close-out.

#### **B. Leased Equipment Deliverables:**

##### **B.1. Packages are to begin mobilization within 12 hours of order,**

- B.1.1. provide on-site deployment and installation services for each piece of equipment if so mission tasked within 24 hours.

#### **C. Leased Equipment Inspection and Verification**

- C.1. Product delivered shall be in good to excellent working condition.
- C.2. All equipment will be delivered "ready for use" to the Division / Customer.
- C.3. Any equipment arriving in an unprepped condition will NOT be included in the invoice billing period until the contractor can demonstrate it is in "run condition".
- C.4. If, in the opinion of the State or Division / Customer's representative, the equipment as delivered does not meet the contract terms or is in a state of disrepair, it shall be returned, and another delivered all at the Contractor's expense. No invoicing shall occur for equipment not meeting the contract terms or mission request.
- C.5. Reasonable wear and tear will be considered part of the lease payments to include scratches in paint, abrasion, wear and tear, and nonstructural or operational imperfections.
- C.6. All required safety features appropriate for the piece of equipment must be in place and in good working order.

#### **D. Included Costs**

- D.1. The rental price includes: (i) lease price, (ii) all administrative, reporting and overhead costs to include routine equipment maintenance, and (iii) profit.

- D.2. The rental price list does not include the cost of: (i) shipping to point of delivery; (ii) mobilizing equipment from point of use to the point of return/pick-up, and payable by Division / Customer.
- E. Power Generators
  - E.1. Minimum One (1) week operation phase duration excluding mobilization and demobilization.
  - E.2. Three (3) days constitutes a week on equipment.
  - E.3. Seven (7) days constitutes a week on personnel.
- F. Rental Rates Only – Transportation rates from point of origin and/or point of delivery and/or point of use are not included.
- G. GPS units are required for each generator and charged per bid sheet.
- H. Maintenance and Repairs of Heavy Equipment (Tasks).
  - H.1. Unless otherwise agreed upon at the time of the lease, for heavy equipment, the Division / Customer shall be responsible for costs associated with fuel when not provided by the State.
  - H.2. Tire replacement, if needed, will be arranged through the Contractor.
  - H.3. The Contractor shall make available to the Division / Customer an Operations and Maintenance Manual and maintenance schedule for each rental unit at the time of delivery upon request.
  - H.4. Post event maintenances and decontamination if required and is authorized, and will be paid for by the Division / Customer upon final termination of use of the asset and prior to returning to the original leasing source.
- I. Maintenance and Repairs of Heavy Equipment (Deliverables).
  - I.1. Equipment field and final maintenance on heavy equipment WILL be LINE ITEMIZED included in the lease by the Contractor and agreed to by the Division / Customer.
  - I.2. Field maintenance is authorized and will be paid for by the Division / Customer for equipment assigned to the field and in full time operation based upon a standardized timetable (e.g. oil change every 250 hours of operation).
  - I.3. Maintenance and decontamination will be conducted by, or contracted for by the Contractor. Prices for these services will be quoted on the front end of a quote request and line itemized on the final invoice.
- J. Downtime: Equipment which has failed shall be replaced within 6 hours after notification by the Division / Customer unless otherwise agreed upon by the Division / Customer. Failure to replace such equipment may be grounds for breach and termination of this contract for cause by the State. Loss of use/ Down time shall be deducted from final billing.
- K. Communications Equipment (Deliverables)
  - K.1. Satellite data shall be integrated with a cradle point device to allow for automatic failover back to cellular once it is restored to allow for faster and more economical data use.
  - K.2. Cradlepoint unit shall be “Firstnet” capable and be able to provide diversity between Verizon and ATT.

K.3. Vendor shall provide a technician that can work with end user to integrate the equipment with their infrastructure.

K.4. Vendor will be responsible for all mobilization and demobilization of the above-mentioned assets.

L. Reporting, Invoicing and Closeout:

L.1. Upon demobilization the Contractor shall:

L.1.1. confirm and document completion of all missions.

L.1.2. perform routine and final inspections of all equipment and submit final cost accounting.

M. Financial Consequences:

M.1. If the Division determines that the performance of the Contractor is unsatisfactory, the Division will notify the Contractor in writing of the deficiency to be corrected, which correction shall be made within a time-frame specified by the Division. The Contractor shall, within the time specified in the contractual documents after notice from the Division, provide the Division with a written corrective action plan describing how the Contractor will address all issues of contract non-performance, unacceptable performance, and failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the Division, the Contractor will be assessed a non-performance retainage equivalent to 10% of the total invoice amount or as specified in the contractual documents. The retainage will be applied to the invoice for the then-current billing period. The retainage will be withheld until the Contractor resolves the deficiency. If the deficiency is subsequently resolved, the Contractor may bill the Division for the retained amount during the next billing period. If the Contractor is unable to resolve the deficiency, the funds retained may be forfeited at the end of final invoice period.

## **BASE CAMPS**

In addition to **SECTION 1**, the following tasks, deliverables and financial consequences apply to **BASE CAMPS**:

A. *Refer to Base Camp Specification Tables below for Emergency Worker Base Camp specifications and requirements.*

B. Tasks

B.1. Contractor will maintain a capability to establish, support, and maintain full service capabilities for Type I, II, III, IV and Other (mobile) "Emergency Worker Base Camps" as outlined in Base Camp Specification Tables below anywhere in the State of Florida.

B.2. The intent is for the Contractor to be able to activate those resources immediately post event and become fully operational based on Base Camp

Specification Tables below, Emergency Worker Base Camp specifications and requirements.

- B.3. Contractor will maintain resources, and schedule routine inspections and maintenance on its equipment as required in order to maintain 24-hour readiness at all times.
- B.4. The Contractor must secure all equipment once the site is established.
- B.5. All Contractor personnel MUST display company photo ID at all times while on the site.
- C. Deliverables (all necessary temporary structures shall accommodate for the following activities and services):
  - C.1. Sleep beds, linens, blankets and pillows
    - C.1.1. Accommodations for privacy of persons must be provided. Groups will be divided into
      - C.1.2. Single males
        - C.1.2.1. Day Shift
        - C.1.2.2. Night Shift
      - C.1.3. Single females
        - C.1.3.1. Day Shift
        - C.1.3.2. Night Shift
    - C.2. Support structures and equipment to establish a medical clinic (tables, chairs, beds, portable lamps, stools, pole-and-drape soft dividers), and office/administration area.
    - C.3. Contractor will be required to provide all telecommunications capabilities to the office / administration complex.
      - C.3.1. *(Refer to Base Camp Specification Tables below for Emergency Worker Base Camp specifications and requirements.)*
    - C.4. Cost Recovery personal toiletry hygiene kits or bulk toiletry supply items for men and women to include as appropriate –
      - C.4.1. Tooth brush and tooth paste
      - C.4.2. Razor and shave cream/gel
      - C.4.3. Bar or shower gel soap
      - C.4.4. Comb / brush
      - C.4.5. Mouth wash / rinse
      - C.4.6. Deodorant
    - C.5. Shower towels to include –
      - C.5.1. Washcloth
      - C.5.2. Hand towel
      - C.5.3. Bath towel
      - C.5.4. Either launderable or disposable items may be used.
  - D. Separate showers with hot/cold potable water for men and women
    - D.1. May be either trailer, CONEX, skid, or field showers so long as they are enclosed and provide both modesty, protection from the weather elements and are either heated or cooled as required and are well lit.

- D.2. *(Refer to Base Camp Specification Tables below for Emergency Worker Base Camp specifications and requirements.)*
- E. Mobile Restrooms
- E.1. Climate controlled lighted restrooms will be provided for persons.
- E.2. *(Refer to Base Camp Specification Tables below for Emergency Worker Base Camp specifications and requirements.)*
- F. Food Services
- F.1. Food services to be provided shall include four meals per day for emergency workers.
- F.2. Of the four meals per day, at least two must be hot prepared meals. The third and fourth may be a cold or self-serve buffet style meal. Box lunches for the two cold meals will also be required. The Food Unit Leader will determine the quantity of box lunches each day, 12 hours prior to the mealtime, and advise the Contractor.
- F.3. All hot meals and box lunches MUST conform to present USDA USFS 14-day rotation meal plans and all present contract requirements of nutrition, quantities, food types, calorie counts, and means of service.
- F.4. Menus are to be reasonably tailored to the ethnic and dietary (non-medical) requirements of the camp population, to include low sodium and vegan. Kosher will NOT be required as a rule. Should Kosher be required at a specific location, it is acknowledged that additional special arrangements must be made which may result in additional charges.
- F.5. Meals must be well-balanced, nutritious, appealing and use a minimum amount of processed (canned, instant) items.
- F.6. Fresh items to include fruit and/or salads are to be offered with each meal.
- F.7. Hot meals may be either staff served or buffet style. Box lunches must conform to USFS specifications.
- F.8. Contractor shall include an example of a 14-day rotational meal plan with its proposal.
- F.9. *(Refer to Table 1 for specifications.)*
- G. Laundry Services
- G.1. Laundry services are to be service-provided "fluff and fold", with no additional charge to the resident, same day service on-site.
- G.2. Optional cost-recovery dry cleaning from the resident may be provided where practical.
- G.3. Irons and ironing boards are to be made available to all residents.
- G.4. *(Refer to Table 1 for specifications.)*
- H. Potable Water, Wastewater, electric power.
- H.1. The Contractor must prepare options to address public works infrastructure under two conditions or a mix of conditions.
- H.2. Option 1 assumes a "bare base" with no water, sewer, or power on site. Contractor must provide for all necessary infrastructures to support the camp.

- H.3. Option 2 assumes that the Contractor will have access to potable water, sewer taps (grey and black) and power. Contractor must provide all necessary means to tap into and extend these resources to their equipment.
- H.4. Option 3 assumes limited access to some, but not all of these resources. As such, the Contractor must itemize component options such as field prime power plants, potable water tankers, grey and black water collection, treatment and vacuum truck collection, haul away and disposal.
- H.5. In cases where the Contractor must provide resources, the Contractor will be responsible for the acquisition of all potable water, disposal of grey and black water in accordance with all local, state, and federal regulations.
- H.6. All potable water tankers must be sanitized in accordance with all applicable regulations and be able to produce a document of sanitation for each load taken or brought on site to either the Food Unit Leader, Safety Office or Incident Commander.

#### I. Security

- I.1. The Contractor will be responsible for providing all other non-sworn security personnel on-site for purposes of patrol, maintaining order, access control, and coordinating with sworn law enforcement on security issues. The Contractor may, if desired, independently contract directly with off-duty law enforcement personnel for all or part of these services. The Division / Customer will arrange for the provision of ONLY essential sworn law enforcement personnel of one per shift.
- I.2. The Contractor must secure all equipment once the site is established.
- I.3. All contract personnel MUST display company photo ID at all times while on the site.
- I.4. The Contractor will be required to provide photo ID for each resident at the camp as they register on-site.
- I.5. The Contractor will check ID during meal periods.

#### J. Reporting

- J.1. Contractor will provide daily electronic reporting to the Unified Logistics Section on the following (at a minimum):
  - J.1.1. Emergency Worker check-in and check-out history. Documentation must include:
    - J.1.2. First and Last name (legible) with signature
    - J.1.3. Category of emergency worker (see section 4.11)
    - J.1.4. Emergency Worker meal documentation (all meals served).
    - J.1.5. First and Last name (legible) with signature
    - J.1.6. Category of emergency worker (see section 4.11.2)
- J.2. Situation report reflecting operations to date, critical issues, concerns, unresolved issues with corrective action steps and dates.
- J.3. Staff counts on site and in support of operations.

#### K. Reporting, Invoicing and Closeout:

- K.1. Mobilization and Demobilization- Based on need, the contractor should have the ability to demobilize a portion of the base camp that is not used.
- K.2. Depending on the size of camp, activities at these sites are estimated to run typically from 7-45 days, but in catastrophic events, could run from 180-365 days.
- K.3. In the event a fully operational Base Camps is completely cancelled before seven (7) days, the Contractor shall be paid for both mobilization and demobilization.
- K.4. Actual Meals Consumed- In the event an order is cancelled en-route before any meals are served, the Contractor shall be paid for the number of meals ordered if they are able to provide documentation of costs or payments to subcontractors.

L. Locations

- L.1. The Division / Customer will provide suitable locations to establish the complex at the time of mission tasking.
- L.2. The Division / Customer will arrange for all property use agreements or necessary leases for site use.
- L.3. Not all sites may be "installation ready". As such, the Contractor must be prepared to provide OPTIONAL reasonable land clearing<sup>1</sup> and/or installation of temporary crushed gravel base between 2-4" as required on a site. Note that all gravel MUST be removed upon demobilization of the site.
- L.4. In some instances, the Contractor must be prepared to install OPTIONAL temporary chain link fence with all necessary access gates. Fencing also must be removed upon demobilization of the site.

M. Authorized Base Camp residents

- M.1. The follow categories of personnel may be admitted to a contracted Emergency Worker Base Camp:
  - M.1.1. Paid and volunteer public safety personnel
  - M.1.2. Law enforcement
  - M.1.3. Fire
  - M.1.4. EMS / Medical
  - M.1.5. Emergency Management
  - M.1.6. Public Works
  - M.1.7. Search and Rescue Teams
  - M.1.8. Disaster Medical Teams
  - M.1.9. Disaster Mortuary Teams
  - M.1.10. Florida and other State National Guard
  - M.1.11. Department of Transportation
  - M.1.12. Other government (municipal, county, state and federal) agencies
  - M.1.13. Nationally recognized volunteer disaster relief agencies such as:
  - M.1.14. The American Red Cross

<sup>1</sup> REASONABLE LAND CLEARING: To include removal of small scrub trees trash and small debris, redistribution of uneven earth, grading to a reasonable level and development and packing of temporary access unpaved dirt roads.

- M.1.15. Southern Baptists / Florida Baptists
- M.1.16. The Salvation Army
- M.1.17. Christian Contractors
- M.1.18. Adventist Community Services
- M.1.19. Others as approved by the Division / Customer
- N. Admission will not be permitted to commercial paid contractors, such as:
  - N.1. Debris contractors
  - N.2. Public utility crews (private)
  - N.3. Unaffiliated ad-hoc spontaneous volunteers (private citizens wanting to help)
  - N.4. Independent contractors
  - N.5. Displaced survivors
- O. All questions regarding admission will be directed to the Incident Commander of the Base Camp.
- P. Billing and Charges:
  - P.1. All invoices must be itemized and include all supporting documentation, to include:
    - P.1.1. Persons housed for the duration of the camp. These are new registrations and not repeat counts.
    - P.1.2. Daily meal count served to both residents and workers.
    - P.1.3. Situation report reflecting operations to date, critical issues, concerns, unresolved issues with corrective action steps and dates.
    - P.1.4. Staff counts on site and in support of operations.
  - P.2. Justification for any charges above the contract agreement. Note that any charges above the contract agreement MUST be approved in writing (email acceptable) by the contracting entity PRIOR to the expense being incurred by the Contractor. Emergencies excepted and approved by phone must be documented at the earliest opportunity.
- Q. Financial Consequences:
  - Q.1. If the Division determines that the performance of the Contractor is unsatisfactory, the Division will notify the Contractor in writing of the deficiency to be corrected, which correction shall be made within a time-frame specified by the Division. The Contractor shall, within the time specified in the contractual documents after notice from the Division, provide the Division with a written corrective action plan describing how the Contractor will address all issues of contract non-performance, unacceptable performance, and failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the Division, the Contractor will be assessed a non-performance retainage equivalent to 10% of the total invoice amount or as specified in the contractual documents. The retainage will be applied to the invoice for the then-current billing period. The retainage will be withheld until the Contractor resolves the deficiency. If the deficiency is subsequently resolved, the Contractor may bill the Division for the

retained amount during the next billing period. If the Contractor is unable to resolve the deficiency, the funds retained may be forfeited at the end of the final invoice period.

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RESOURCE: State of Florida - Emergency Worker Base Camps						
CATEGORY: Emergency Worker Encampment / Life Support / Base Camp			KIND: Facility System			
MINIMUM CAPABILITIES:		TYPE I FIGURES 1 & 2	TYPE II FIGURES 3 & 4	TYPE III FIGURES 5 & 6	TYPE IV FIGURES 7 & 8	OTHER MOBILE
COMPONENT	METRIC					
Site Capacity	Capacity	1000 Persons	750 Persons	500 Persons	250 Persons	100-150 Persons
Site Type	Type	Fixed Structures Camp, Hard sided Tents, CONEX or modular systems. Must conform to normal wind loading requirements of at least 45 MPH sustained, or 75 MPH in hurricane zones. Every shelter in the camp shall be constructed in a manner which will provide protection against the elements (OSHA 1910.142(b)(1)).	Fixed Structures Camp, Hard Sided Tents, CONEX or modular systems. Must conform to normal wind loading requirements of at least 45 MPH sustained, or 75 MPH in hurricane zones. Every shelter in the camp shall be constructed in a manner which will provide protection against the elements (OSHA 1910.142(b)(1)).	Fixed Structures Camp, Hard or Soft Sided Tents, CONEX or modular systems. Must conform to normal wind loading requirements of at least 45 MPH sustained, or 75 MPH in hurricane zones. Every shelter in the camp shall be constructed in a manner which will provide protection against the elements (OSHA 1910.142(b)(1)).	Fixed Structures Camp, Soft Sided Tents, CONEX or modular systems. Must conform to normal wind loading requirements of at least 45 MPH sustained, or 75 MPH in hurricane zones. Every shelter in the camp shall be constructed in a manner which will provide protection against the elements (OSHA 1910.142(b)(1)).	Type V: Mobile 53' self-contained semi-trailer systems  Type VI: Travel Trailers mobile bunkhouses or RV's.
Set-Up Time	Time	72 - 96 Hours from time of notification to mobilize	72 - 96 Hours from time of notification to mobilize	72 - 96 Hours from time of notification to mobilize	48 - 72 Hours from time of notification to mobilize	Mobile – 24-36 Hours from time of notification to mobilize
Square Footage Requirements	Space	CAMP: 250,000 Sq. Ft. PARKING: 550,000 Sq. Ft. TOTAL: 800,000 Sq. Ft	CAMP: 210,000 Sq. Ft. PARKING: 370,000 Sq. Ft. TOTAL: 580,000 Sq. Ft.	CAMP: 180,000 Sq. Ft. PARKING: 180,000 Sq. Ft. TOTAL: 360,000 Sq. Ft.	CAMP: 170,000 Sq. Ft. PARKING: 120,000 Sq. Ft. TOTAL: 290,000 Sq. Ft.	CAMP: 50,000 Sq. Ft. PARKING: 50,000 Sq. Ft TOTAL: 100,000 Sq. Ft
Site Prep	Equipment	If required, site may require grading, debris clearance, and/or placement of 3-4" large gravel base for drainage.	If required, site may require grading, debris clearance, and/or placement of 3-4" large gravel base for drainage.	If required, site may require grading, debris clearance, and/or placement of 3-4" large gravel base for drainage.	If required, site may require grading, debris clearance, and/or placement of 3-4" large gravel base for drainage.	Vehicles should remain on hardstand surfaces.
Site Maintenance	Space	Ground and open areas are maintained sanitary, free from debris, waste paper, garbage, or other refuse in	Ground and open areas are maintained sanitary, free from debris, waste paper, garbage, or other refuse in	Ground and open areas are maintained sanitary, free from debris, waste paper, garbage, or other refuse in	Ground and open areas are maintained sanitary, free from debris, waste paper, garbage, or other refuse in	Ground and open areas are maintained sanitary, free from debris, waste paper, garbage, or other

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MINIMUM CAPABILITIES:		TYPE I <i>FIGURES 1 &amp; 2</i>	TYPE II <i>FIGURES 3 &amp; 4</i>	TYPE III <i>FIGURES 5 &amp; 6</i>	TYPE IV <i>FIGURES 7 &amp; 8</i>	OTHER <i>MOBILE</i>
COMPONENT	METRIC					
		accordance with OSHA standard 1910.142(a)(3) Garbage containers shall be kept clean, shall be emptied when full, but not less than twice a week. At least one such container shall be provided for each family shelter and shall be located within 100 feet of each shelter on a wooden, metal, or concrete stand.	accordance with OSHA standard 1910.142(a)(3) Garbage containers shall be kept clean, shall be emptied when full, but not less than twice a week. At least one such container shall be provided for each family shelter and shall be located within 100 feet of each shelter on a wooden, metal, or concrete stand.	accordance with OSHA standard 1910.142(a)(3) Garbage containers shall be kept clean, shall be emptied when full, but not less than twice a week. At least one such container shall be provided for each family shelter and shall be located within 100 feet of each shelter on a wooden, metal, or concrete stand.	accordance with OSHA standard 1910.142(a)(3) Garbage containers shall be kept clean, shall be emptied when full, but not less than twice a week. At least one such container shall be provided for each family shelter and shall be located within 100 feet of each shelter on a wooden, metal, or concrete stand.	refuse in accordance with OSHA standard 1910.142(a)(3) Garbage containers shall be kept clean, shall be emptied when full, but not less than twice a week. At least one such container shall be provided for each family shelter and shall be located within 100 feet of each shelter on a wooden, metal, or concrete stand.
Parking Area(s)	Space	Parking area will be designated as per examples in Figures 1, 3, 5 & 7. Lot shall be well marked and lighted. One-way designated traffic routes will be established and well marked. Separate areas will be designated for large apparatus and trucks.	Parking area will be designated as per examples in Figures 1, 3, 5 & 7. Lot shall be well marked and lighted. One-way designated traffic routes will be established and well marked. Separate areas will be designated for large apparatus and trucks.	Parking area will be designated as per examples in Figures 1, 3, 5 & 7. Lot shall be well marked and lighted. One-way designated traffic routes will be established and well marked. Separate areas will be designated for large apparatus and trucks.	Parking area will be designated as per examples in Figures 1, 3, 5 & 7. Lot shall be well marked and lighted. One-way designated traffic routes will be established and well marked. Separate areas will be designated for large apparatus and trucks.	Parking area will be designated. One-way designated traffic routes will be established and well marked. Separate areas will be designated for large apparatus and trucks.
Camp Management	Government Personnel	Type II IST – Camp Manager Food Unit Leader Safety Officer Supply Unit Leader Facilities Unit Leader Medical Unit Leader Security Manager	Type III IST Camp Manager Food Unit Leader Safety Officer Supply Unit Leader Facilities Unit Leader Medical Unit Leader Security Manager	Type III IST Camp Manager Food Unit Leader Safety Officer Supply Unit Leader Facilities Unit Leader Medical Unit Leader Security Manager	Type III IST or Logistics Section Camp Manager Food Unit Leader Safety Officer Medical Unit Leader	Logistics Section - Camp Manager Food Unit Leader Safety Officer Medical Unit Leader

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COMPONENT	METRIC					
Camp Construction, Engineering and Operations	Contractor Personnel	Director of Operations Chief of Operations Logistics Officer Project Managers Camp Managers Safety Personnel Camp Administration Site Operations Surveyor Engineer CAD Technician Equipment Managers Inventory Managers Licensed Plumbing Tech Licensed Electrical Tech Billeting Coordinators Chef Food Service Group Tent/Structure Erectors Heavy Equipment Operators Truck Drivers Runner/Shuttle Drivers General Laborers Security (Contracted)	Director of Operations Chief of Operations Logistics Officer Project Managers Camp Managers Safety Personnel Camp Administration Site Operations Surveyor Engineer CAD Technician Equipment Managers Inventory Managers Licensed Plumbing Tech Licensed Electrical Tech Billeting Coordinators Chef Food Service Group Tent/Structure Erectors Heavy Equipment Operators Truck Drivers Runner/Shuttle Drivers General Laborers Security (Contracted)	Director of Operations Chief of Operations Logistics Officer Project Managers Camp Managers Safety Personnel Camp Administration Site Operations Surveyor Engineer CAD Technician Equipment Managers Inventory Managers Licensed Plumbing Tech Licensed Electrical Tech Billeting Coordinators Chef Food Service Group Tent/Structure Erectors Heavy Equipment Operators Truck Drivers Runner/Shuttle Drivers General Laborers Security (Contracted)	Chief of Operations Logistics Officer Project Managers Camp Managers Safety Personnel Camp Administration Site Operations Surveyor Engineer Equipment Managers Inventory Managers Licensed Plumbing Tech Licensed Electrical Tech Billeting Coordinators Sous Chef Food Service Group Tent/Structure Erectors Heavy Equipment Operator Truck Drivers Runner/Shuttle Drivers General Laborers Security (Contracted)	Small Management Team Operations Manager Truck Drivers Porters Sous Chef Cooks Licensed Plumber Licensed Electrician Administrative Support Billeting Coordinator
Billeting	Equipment	1,000 Persons, Beds, Costs or Bunk Beds. Separate areas for male/female and day/night shifts. HVAC Provided in all structures. All heating, cooking, and water heating equipment shall be installed in accordance with State and local ordinances, codes, and regulations governing such installations. If a camp	750 Persons, Beds, Costs or Bunk Beds. Separate areas for male/female and day/night shifts. HVAC Provided in all structures. All heating, cooking, and water heating equipment shall be installed in accordance with State and local ordinances, codes, and regulations governing such installations. If a camp is used during cold	500 Persons, Beds, Costs or Bunk Beds. Separate areas for male/female and day/night shifts. HVAC Provided in all structures. All heating, cooking, and water heating equipment shall be installed in accordance with State and local ordinances, codes, and regulations governing such installations. If a camp is used during cold	250 Persons, cots. Separate areas for male/female and day/night shifts. HVAC Provided in all structures. All heating, cooking, and water heating equipment shall be installed in accordance with State and local ordinances, codes, and regulations governing such installations. If a camp is used during cold weather, adequate heating	100-150 Persons, built in berths. Separate areas for male/female and day/night shifts. HVAC Provided in all units. Each resident shall have access to an individual locker that can accommodate a pad lock. Beds will be

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COMPONENT	METRIC					
		is used during cold weather, adequate heating equipment shall be provided in accordance with OSHA 1910.142(b) (11). Each resident shall have access to their own individual locker that can accommodate a pad lock. Beds and or cots will be provided within each sleeping structure. In accordance with ANSI 4.4, and OSHA 1910.142(b)(2) a minimum of 50 square feet of floor space and with 7 feet ceiling at a minimum will be provided per occupant. OPTIONAL: Linens, blankets and pillows.	weather, adequate heating equipment shall be provided in accordance with OSHA 1910.142(b) (11). Each resident shall have access to their own individual locker that can accommodate a pad lock. Beds and or cots will be provided within each sleeping structure. In accordance with ANSI 4.4, and OSHA 1910.142(b)(2) a minimum of 50 square feet of floor space and with 7 feet ceiling at a minimum will be provided per occupant. OPTIONAL: Linens, blankets and pillows.	weather, adequate heating equipment shall be provided in accordance with OSHA 1910.142(b) (11). Each resident shall have access to their own individual locker that can accommodate a pad lock. Beds and or cots will be provided within each sleeping structure. In accordance with ANSI 4.4, and OSHA 1910.142(b)(2) a minimum of 50 square feet of floor space and with 7 feet ceiling at a minimum will be provided per occupant. OPTIONAL: Linens, blankets and pillows.	equipment shall be provided in accordance with OSHA 1910.142(b)(11). Each resident shall have access to their own individual locker that can accommodate a pad lock. Beds and or cots will be provided within each sleeping structure. In accordance with ANSI 4.4, and OSHA 1910.142(b)(2) a minimum of 50 square feet of floor space and with 7 feet ceiling at a minimum will be provided per occupant. OPTIONAL: Linens, blankets and pillows.	provided within each unit. In accordance with ANSI 4.4, a minimum of 50 square feet of space will be provided per occupant. OPTIONAL: Linens, blankets and pillows.
Beds, Cots, or Bunks	Equipment	Beds, cots, or bunks, and suitable storage facilities such as wall lockers for clothing and personal articles shall be provided in every room used for sleeping purposes. Such beds or similar facilities shall be spaced not closer than 36 inches both laterally and end to end, and shall be elevated at least 12 inches from the floor. If double-deck bunks are used, they shall be spaced not less than 48 inches both laterally and end to end.	Beds, cots, or bunks, and suitable storage facilities such as wall lockers for clothing and personal articles shall be provided in every room used for sleeping purposes. Such beds or similar facilities shall be spaced not closer than 36 inches both laterally and end to end, and shall be elevated at least 12 inches from the floor. If double-deck bunks are used, they shall be spaced not less than 48 inches both laterally and end to end. The minimum clear	Beds, cots, or bunks, and suitable storage facilities such as wall lockers for clothing and personal articles shall be provided in every room used for sleeping purposes. Such beds or similar facilities shall be spaced not closer than 36 inches both laterally and end to end, and shall be elevated at least 12 inches from the floor. If double-deck bunks are used, they shall be spaced not less than 48 inches both laterally and end to end. The minimum clear	Beds, cots, or bunks, and suitable storage facilities such as wall lockers for clothing and personal articles shall be provided in every room used for sleeping purposes. Such beds or similar facilities shall be spaced not closer than 36 inches both laterally and end to end, and shall be elevated at least 12 inches from the floor. If double-deck bunks are used, they shall be spaced not less than 48 inches both laterally and end to end. The minimum clear	N/A

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COMPONENT	METRIC					
		The minimum clear space between the lower and upper bunk shall be not less than 27 inches. Triple-deck bunks are prohibited.	space between the lower and upper bunk shall be not less than 27 inches. Triple-deck bunks are prohibited.	space between the lower and upper bunk shall be not less than 27 inches. Triple-deck bunks are prohibited.	space between the lower and upper bunk shall be not less than 27 inches. Triple-deck bunks are prohibited.	
Food Services	Equipment	1,400 Persons per meal. Seating for 40% at a time. Fixed temporary ground level facility, commercial NSF restaurant equipment. Plumbed fixtures, dual serving lines, air conditioned dining hall.  Kitchen and Dining Facility: The Kitchen and Dining Facility provided at each base camp complies with US Public Health Service 2017 Food Code	1,000 Persons per meal. Seating for 40% at a time. Fixed temporary ground level facility, commercial NSF restaurant equipment. Plumbed fixtures, dual serving lines, air conditioned dining hall.  Kitchen and Dining Facility: The Kitchen and Dining Facility provided at each base camp complies with US Public Health Service 2017 Food Code	750 Persons per meal. Seating for 40% at a time. Fixed temporary ground level facility OR interconnected 53' Type I mobile field kitchen trailers, commercial restaurant equipment. Plumbed fixtures, dual serving lines, air conditioned dining hall. Kitchen and Dining Facility: The Kitchen and Dining Facility provided at each base camp complies with US Public Health Service 2017 Food Code	500 Persons per meal. Seating for 40% at a time. Fixed temporary ground level facility OR 53' Type II Mobile Feeding Kitchen semi-trailer unit, commercial restaurant equipment. Plumbed fixtures, single serving line, air conditioned dining hall.  Kitchen and Dining Facility: The Kitchen and Dining Facility provided at each base camp complies with US Public Health Service 2017 Food Code	250 Persons per meal. Seating for 40% at a time. 40' Type II or III Mobile Feeding Kitchen semi-trailer unit, commercial restaurant equipment. Plumbed fixtures, single serving line, Kitchen and Dining Facility: The Kitchen and Dining Facility provided at each base camp complies with US Public Health Service 2017 Food Code
Food Services	Service	Four Meals per day (3 hot or 2/2), USFS Food Service Contract Specifications 24-hour food services.	Four Meals per day (3 hot or 2/2), USFS Food Service Contract Specifications 24-hour food services.	Four Meals per day (2 hot), USFS Food Service Contract Specifications. 24-hour food services.	Four Meals per day (2 hot), USFS Food Service Contract Specifications Negotiated hours of food services.	Four Meals per day (2 hot), USFS Food Service Contract Specifications Negotiated hours of food services.
Water Supply	Equipment	A water supply shall be deemed adequate (per OSHA 1910.142(c)(2)) if it is capable of delivering 35 gallons per person per day to the campsite at a peak rate of 2 1/2 times the	A water supply shall be deemed adequate (per OSHA 1910.142(c)(2)) if it is capable of delivering 35 gallons per person per day to the campsite at a peak rate of 2 1/2 times the	A water supply shall be deemed adequate (per OSHA 1910.142(c)(2)) if it is capable of delivering 35 gallons per person per day to the campsite at a peak rate of 2 1/2 times the	N/A	N/A

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COMPONENT	METRIC					
		average hourly demand. Where water under pressure is available, one or more drinking fountains shall be provided for each 100 occupants or fraction thereof. Common drinking cups are prohibited.	average hourly demand. Where water under pressure is available, one or more drinking fountains shall be provided for each 100 occupants or fraction thereof. Common drinking cups are prohibited.	average hourly demand. Where water under pressure is available, one or more drinking fountains shall be provided for each 100 occupants or fraction thereof. Common drinking cups are prohibited.		
Showers	Equipment	Trailers / CONEX Self Contained, 1200 Persons (ratio of 1 shower head to 10 persons in accordance with ANSI 4.4)  Specifications in accordance with OSHA 1910.142(f).	Trailers / CONEX self-contained, 900 Persons (ratio of 1 shower head to 10 persons in accordance with ANSI 4.4)  Specifications in accordance with OSHA 1910.142(f).	Trailers / CONEX, networked, 600 Persons (ratio of 1 shower head to 10 persons in accordance with ANSI 4.4)  Specifications in accordance with OSHA 1910.142(f).	Trailers / CONEX networked, 550 Persons (ratio of 1 shower head to 10 persons in accordance with ANSI 4.4)  Specifications in accordance with OSHA 1910.142(f).	Self Contained with sleeper units (ratio of 1 shower head to 5-8 persons)
Toilet Facilities	Equipment	Privies and toilet rooms shall be kept in a sanitary condition. They shall be cleaned at least daily.  A toilet room shall be located within 200 feet of the door of each sleeping room. No privy shall be closer than 100 feet to any sleeping room, dining room, lunch area, or kitchen.  Each toilet room shall be located so as to be accessible without any individual passing through any sleeping room. Toilet rooms shall have a window not less than 6 square feet in area opening directly to	Privies and toilet rooms shall be kept in a sanitary condition. They shall be cleaned at least daily.  A toilet room shall be located within 200 feet of the door of each sleeping room. No privy shall be closer than 100 feet to any sleeping room, dining room, lunch area, or kitchen.  Each toilet room shall be located so as to be accessible without any individual passing through any sleeping room. Toilet rooms shall have a window not less than 6 square feet in area opening directly to	Privies and toilet rooms shall be kept in a sanitary condition. They shall be cleaned at least daily.  A toilet room shall be located within 200 feet of the door of each sleeping room. No privy shall be closer than 100 feet to any sleeping room, dining room, lunch area, or kitchen.  Each toilet room shall be located so as to be accessible without any individual passing through any sleeping room. Toilet rooms shall have a window not less than 6 square feet in area opening directly to	Privies and toilet rooms shall be kept in a sanitary condition. They shall be cleaned at least daily.  A toilet room shall be located within 200 feet of the door of each sleeping room. No privy shall be closer than 100 feet to any sleeping room, dining room, lunch area, or kitchen.  Each toilet room shall be located so as to be accessible without any individual passing through any sleeping room. Toilet rooms shall have a window not less than 6 square feet in area opening directly to	Privies and toilet rooms shall be kept in a sanitary condition. They shall be cleaned at least daily.  Self-Contained with sleeper units. (Ratio of 1 toilet to 10 persons, or 1 toilet and .5 urinals per 10 males). Augmented by Porta-lets in parking and auxiliary areas.  Hand wash stations (sinks) ratio of one per 10 persons in restrooms, PLUS 4

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COMPONENT	METRIC					
		<p>the outside area or otherwise be satisfactorily ventilated. All outside openings shall be screened with 16-mesh material. No fixture, water closet, chemical toilet, or urinal shall be located in a room used for other than toilet purposes.</p> <p>Trailers, self-contained, 1200 Persons (ratio of at least 1 toilet to 20 persons, or 1 toilet and 1 urinal per 25 males) in accordance with ANSI Z4.3 and Z4.4. Augmented by Porta-lets in parking and auxiliary areas. Hand wash stations (sinks) ratio of one per 10 persons in restrooms, PLUS 6 per entry to dining halls.</p>	<p>the outside area or otherwise be satisfactorily ventilated. All outside openings shall be screened with 16-mesh material. No fixture, water closet, chemical toilet, or urinal shall be located in a room used for other than toilet purposes.</p> <p>Trailers, self-contained, 900 Persons. (Ratio of at least 1 toilet to 20 persons, or 1 toilet and 1 urinal per 25 males) in accordance with ANSI Z4.3 and Z4.4. Augmented by Porta-lets in parking and auxiliary areas. Hand wash stations (sinks) ratio of one per 10 persons in restrooms, PLUS 4 per entry to dining halls.</p>	<p>the outside area or otherwise be satisfactorily ventilated. All outside openings shall be screened with 16-mesh material. No fixture, water closet, chemical toilet, or urinal shall be located in a room used for other than toilet purposes.</p> <p>Trailers, self contained / CONEX, network plumbed, 600 Persons. (Ratio of at least 1 toilet to 20 persons, or 1 toilet and 1 urinal per 25 males) in accordance with ANSI Z4.3 and Z4.4. Augmented by Porta-lets in parking and auxiliary areas. Hand wash stations (sinks) ratio of one per 10 persons in restrooms, PLUS 4 per entry to dining halls.</p>	<p>the outside area or otherwise be satisfactorily ventilated. All outside openings shall be screened with 16-mesh material. No fixture, water closet, chemical toilet, or urinal shall be located in a room used for other than toilet purposes.</p> <p>Trailers, self contained / CONEX, network plumbed 550 Persons. (Ratio of at least 1 toilet to 20 persons, or 1 toilet and 1 urinal per 25 males) in accordance with ANSI Z4.3 and Z4.4. Augmented by Porta-lets in parking and auxiliary areas. Hand wash stations (sinks) ratio of one per 10 persons in restrooms, PLUS 4 per entry to dining halls.</p>	per entry to dining halls.
Laundry	Equipment	Full Service fluff and fold laundry service with a 24-hour turn around service. In accordance with ANSI 4.4. Irons and boards will be provided by contractor. Dry cleaning on a 48-hour service.	Full Service fluff and fold laundry service with a 24-hour turn around service. In accordance with ANSI 4.4. Irons and boards will be provided by contractor. Dry cleaning on a 48-hour service.	Full Service fluff and fold laundry service with a 24-hour turn around service. In accordance with ANSI 4.4. Irons and boards will be provided by contractor. Dry cleaning on a 48-hour service.	Self Service fluff and fold laundry equipment provided for residents. Irons and boards will be provided by contractor.	Self Service fluff and fold laundry equipment provided for residents. Irons and boards will be provided by contractor.
Medical Clinic	Equipment	Separate tent / facility. 8 beds w/linen, blankets & pillows, tables, chairs, divider wall, small refrigerator, hand sink, 2 IV	Separate tent / facility. 8 beds w/linen, blankets & pillows, tables, chairs, divider wall, small refrigerator, hand sink, 2 IV	Separate tent / facility. 8 beds w/linen, blankets & pillows, tables, chairs, divider wall, small refrigerator, hand sink, 2 IV	Separate tent / facility. 8 beds w/linen, blankets & pillows, tables, chairs, divider wall, small refrigerator, hand sink, 2 IV	ALS Ambulance with a 10' X 20" support tent, tables and chairs and divider wall for sick calls.

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COMPONENT	METRIC					
		poles, 2 gooseneck floor lamps, 2 folding pole stretchers w/ IV poles, 2 floor fans, medical waste can/bags, 12-110 volt outlets, area for daily sick calls. Medical equipment and supplies provided by EMS or Health agency.	poles, 2 gooseneck floor lamps, 2 folding pole stretchers w/ IV poles, 2 floor fans, medical waste can/bags, 12-110 volt outlets, area for daily sick calls. Medical equipment and supplies provided by EMS or Health agency.	poles, 2 gooseneck floor lamps, 2 folding pole stretchers w/ IV poles, 2 floor fans, medical waste can/bags, 12-110 volt outlets, area for daily sick calls. Medical equipment and supplies provided by EMS or Health agency.	poles, 2 gooseneck floor lamps, 2 folding pole stretchers w/ IV poles, 2 floor fans, medical waste can/bags, 12-110 volt outlets, area for daily sick calls. Medical equipment and supplies provided by EMS or Health agency.	
Life Safety	Equipment	1-5# ABC Fire extinguisher in all spaces at 1 per 500 Sq. Ft. ANSUL system OR 6-10# BC extinguishers in kitchen space. 1 Type VI staffed Brush Truck Smoke detectors in all spaces, kitchen and storage areas.	1-5# ABC Fire extinguisher in all spaces at 1 per 500 Sq. Ft.. ANSUL system OR 6-10# BC extinguishers in kitchen space. 1 Type VI staffed Brush Truck Smoke detectors in all spaces, kitchen and storage areas.	1-5# ABC Fire extinguisher in all spaces at 1 per 500 Sq. Ft.. ANSUL system OR 6-10# BC extinguishers in kitchen space. 1 Type VI staffed Brush Truck Smoke detectors in all spaces, kitchen and storage areas.	1-5# ABC Fire extinguisher in all spaces at 1 per 500 Sq. Ft.. ANSUL system OR 4-10# BC extinguishers in kitchen space. 1 Type VI staffed Brush Truck Smoke detectors in all spaces, kitchen and storage areas.	1-5# ABC Fire extinguisher in all trailers at 1 per 500 Sq. Ft.. ANSUL system OR 3-10# BC extinguishers in kitchen space. 1 Type VI staffed Brush Truck Smoke detectors in all spaces, kitchen and storage areas.
Moral, Welfare and Recreation	Equipment	Separate tent / facility to accommodate tables, chairs, two large screen TVs, recreational equipment, board and card games, and refreshments for 350 persons.  OPTIONAL: Public Wireless Internet to extent possible. Four workstations, 1 printer.	Separate tent / facility to accommodate tables, chairs, two large screen TVs, recreational equipment, board and card games, and refreshments for 250 persons.  OPTIONAL: Public Wireless Internet to extent possible. Four workstations, 1 printer.	Combined with Dining Hall or separate facility. Tables, chairs, two large TVs, recreational equipment, board and card games, and refreshments for 200 persons.  OPTIONAL: Public Wireless Internet to extent possible. Three workstations, 1 printer.	Combined with Dining Hall. Tables, chairs, two TVs, board and card games, and refreshments for 150 persons.  OPTIONAL: Public Wireless Internet to extent possible. Two workstations, 1 printer.	Attached to or adjacent to mobile units. Tables, chairs, TV, board and card games and refreshments for 50 persons.  OPTIONAL: Public Wireless Internet
Administration	Equipment	Separate administrative area for camp	Separate administrative area for camp management.	Separate administrative area for camp management.	Separate administrative area for camp management.	Separate administrative area

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COMPONENT	METRIC					
		management. Resident check-in, credentialing, resource ordering, central security, and camp command element.  2 copiers, 2 fax, folding tables, chairs, and administrative office supplies.  Credentialing/badging system.	Resident check-in, credentialing, resource ordering, central security, and command element.  1 copier, 1 fax, folding tables, chairs, and administrative office supplies.  Credentialing/badging system.	Resident check-in, resource ordering, central security, and command element.  1 copier, 1 fax, folding tables, chairs, and administrative office supplies.  Credentialing/badging system.	Resident check-in, resource ordering, central security, and command element.  1 copier, 1 fax, folding tables, chairs, and administrative office supplies.  Credentialing/badging system.	for camp management. Resident check-in, resource ordering, central security, and command element.  1 copier, 1 fax, folding tables, chairs, and administrative office supplies. May be pre installed in a trailer.
Security	Services	Full perimeter security provided. Security personnel at all gates, 24-hours per day, plus at least 1 roaming guard.  May be contracted under the supervision of sworn law enforcement.  6' temporary chin link fence if site is unsecured with gates.	Full perimeter security provided. Security personnel at all gates, 24-hours per day, plus at least 1 roaming guard.  May be contracted under the supervision of sworn law enforcement.  6' temporary chin link fence if site is unsecured with gates.	Full perimeter security provided. Security personnel at all gates, 24-hours per day, plus at least 1 roaming guard.  May be contracted under the supervision of sworn law enforcement.  6' temporary chin link fence if site is unsecured with gates.	Full perimeter security provided. Security personnel at all gates, 24-hours per day, plus at least 1 roaming guard.  May be contracted under the supervision of sworn law enforcement.  6' temporary chin link fence if site is unsecured with gates.	Security personnel provided to maintain site security and protection of property.  May be contracted under the supervision of sworn law enforcement.
Information Technology and Communications	Equipment	ISDN, DSL or satellite data access for the administration of camp operations. Includes at least eight (8) computer workstations, 2 printers, 1 document scanner, 20 POTS or VoIP telephone lines to support voice and fax,	ISDN, DSL or satellite data access for the administration of camp operations. Includes at least eight (8) computer workstations, 2 printers, 1 document scanner, 20 POTS or VoIP telephone lines to support voice and fax,  Camp public address system	ISDN, DSL or satellite data access for the administration of camp operations. Includes at least six (6) computer workstations, 1 printers, 1 document scanner, 16 POTS or VoIP telephone lines to support voice and fax,  Camp public address system	ISDN, DSL or satellite data access for the administration of camp operations. Includes at least four (4) computer workstations, 1 printers, 1 document scanner, 12 POTS or VoIP telephone lines to support voice and fax,  Two hand held megaphones Camp two-way radio system	Satellite data access for the administration of camp operations. 4 satellite and/or VoIP telephone lines for the administration office, backed up by cellular telephones.  Two hand held

RESOURCE: State of Florida - Emergency Worker Base Camps						
CATEGORY: Emergency Worker Encampment / Life Support / Base Camp			KIND: Facility System			
MINIMUM CAPABILITIES:		TYPE I FIGURES 1 & 2	TYPE II FIGURES 3 & 4	TYPE III FIGURES 5 & 6	TYPE IV FIGURES 7 & 8	OTHER MOBILE
COMPONENT	METRIC					
		Camp public address system Camp two-way radio system with 40 radios. NOAA Weather Radio.  OPTIONAL: Public telephone trailers for camp residents provided as available.	Camp two-way radio system with 40 radios. NOAA Weather Radio  OPTIONAL: Public telephone trailers for camp residents provided as available.	Camp two-way radio system with 30 radios. NOAA Weather Radio  OPTIONAL: Public telephone trailers for camp residents provided as available.	with 20 radios. NOAA Weather Radio  OPTIONAL: Public telephone trailers for camp residents provided as available.	megaphones Camp two-way radio system with 20 radios. NOAA Weather Radio.
Infrastructure Support Services	Equipment	Multi-Fuel Truck, Potable water trucks/trailers, waste water vacuum truck, portable waste water treatment plants, wet-proof solid waste dumpsters, grease tanks, prime power generators, light towers, refrigerated food storage trailers, dry stores trailers, forklift, pallet jacks, portable loading doc(s), 6' chain link fencing w/ posts, fire extinguishers.	Multi-Fuel Truck, Potable water trucks/trailers, waste water vacuum truck, portable waste water treatment plants, wet-proof solid waste dumpsters, grease tanks, prime power generators, light towers, refrigerated food storage trailers, dry stores trailers, forklift, pallet jacks, portable loading doc(s), 6' chain link fencing w/ posts, fire extinguishers.	Multi-Fuel Truck, Potable water trucks/trailers, waste water vacuum truck, portable waste water treatment plants, wet-proof solid waste dumpsters, grease tanks, prime power generators, light towers, refrigerated food storage trailers, dry stores trailers, forklift, pallet jacks, portable loading doc(s), 6' chain link fencing w/ posts, fire extinguishers.	Multi-Fuel Truck, Potable water trucks/trailers, waste water vacuum truck, portable waste water treatment plants, wet-proof solid waste dumpsters, grease tanks, prime power generators, light towers, refrigerated food storage trailers, dry stores trailers, forklift, pallet jacks, portable loading doc(s), 6' chain link fencing w/ posts, fire extinguishers.	Multi-Fuel Truck, Potable water trucks/trailers, waste water vacuum truck, wet-proof solid waste dumpsters, grease tanks, prime power generators, light towers, refrigerated food storage trailers, dry stores trailers, forklift, pallet jacks, portable loading doc(s), fire extinguishers.
Ablution	Equipment	Potable water supply, showers, hand wash stations, laundry facilities, portable toilets, restrooms, and wastewater collection systems are provided at each camp.  All water supply equipment is rated for potable water supply in accordance with ANSI/NSF 42, 53, & 61	Potable water supply, showers, hand wash stations, laundry facilities, portable toilets, restrooms, and wastewater collection systems are provided at each camp.  All water supply equipment is rated for potable water supply in accordance with ANSI/NSF 42, 53, & 61	Potable water supply, showers, hand wash stations, laundry facilities, portable toilets, restrooms, and wastewater collection systems are provided at each camp.  All water supply equipment is rated for potable water supply in accordance with ANSI/NSF 42, 53, & 61	Potable water supply, showers, hand wash stations, laundry facilities, portable toilets, restrooms, and wastewater collection systems are provided at each camp.  All water supply equipment is rated for potable water supply in accordance with ANSI/NSF 42, 53, & 61	Potable water supply, showers, hand wash stations, laundry facilities, portable toilets, restrooms, and wastewater collection systems are provided at each camp.  All water supply equipment is rated for

RESOURCE: State of Florida - Emergency Worker Base Camps						
CATEGORY: Emergency Worker Encampment / Life Support / Base Camp			KIND: Facility System			
MINIMUM CAPABILITIES:		TYPE I FIGURES 1 & 2	TYPE II FIGURES 3 & 4	TYPE III FIGURES 5 & 6	TYPE IV FIGURES 7 & 8	OTHER MOBILE
COMPONENT	METRIC					
		standards. Water systems are installed and operated in accordance with AWWA standards C900, C901 and NSF 14 for distribution systems and flexible lateral supply piping.	standards. Water systems are installed and operated in accordance with AWWA standards C900, C901 and NSF 14 for distribution systems and flexible lateral supply piping.	standards. Water systems are installed and operated in accordance with AWWA standards C900, C901 and NSF 14 for distribution systems and flexible lateral supply piping.	standards. Water systems are installed and operated in accordance with AWWA standards C900, C901 and NSF 14 for distribution systems and flexible lateral supply piping.	potable water supply in accordance with ANSI/NSF 42, 53, & 61 standards.
Commissary	Services	OPTIONAL: A full service Commissary shall be provided in the camp in accordance with USFS Commissary Contract Standards.	OPTIONAL: A full service Commissary shall be provided in the camp in accordance with USFS Commissary Contract Standards.	OPTIONAL: Limited service Commissary shall be provided in the camp in accordance with USFS Commissary Contract Standards.	Limited basic essential convenience items (toothpaste, shave cream etc) available in the Administration Office on a cost recovery basis.	Limited basic essential convenience items (toothpaste, shave cream etc) available in the Administration Office on a cost recovery basis.
K-9 Support Area	Equipment	OPTIONAL: A K-9 support area will be established for USaR, Bomb, Drug, and/or other security or specialty K-9 dogs attached to personnel residing in the camp. An area away from resident sleeping and dining areas will be designated with a separate chain link fence, dog walk area. Portable cages under cover, hand wash station and lighting will be provided in the space. Food, water, and cleaning of the space will be the responsibility of the handlers.	OPTIONAL: A K-9 support area will be established for USaR, Bomb, Drug, and/or other security or specialty K-9 dogs attached to personnel residing in the camp. An area away from resident sleeping and dining areas will be designated with a separate chain link fence, dog walk area. Portable cages under cover, hand wash station and lighting will be provided in the space. Food, water, and cleaning of the space will be the responsibility of the handlers.	OPTIONAL: A K-9 support area will be established for USaR, Bomb, Drug, and/or other security or specialty K-9 dogs attached to personnel residing in the camp. An area away from resident sleeping and dining areas will be designated with a separate chain link fence, dog walk area. Portable cages under cover, hand wash station and lighting will be provided in the space. Food, water, and cleaning of the space will be the responsibility of the handlers.	OPTIONAL: A K-9 support area will be established for USaR, Bomb, Drug, and/or other security or specialty K-9 dogs attached to personnel residing in the camp. An area away from resident sleeping and dining areas will be designated with a separate chain link fence, dog walk area. Portable cages under cover, hand wash station and lighting will be provided in the space. Food, water, and cleaning of the space will be the responsibility of the handlers.	N/A
Vehicle Support, Maintenance	Equipment and Space	OPTIONAL: A designated area will be	OPTIONAL: A designated area will be	OPTIONAL: A designated area will be	OPTIONAL: A designated area will be	OPTIONAL: Field refueling split

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COMPONENT	METRIC					
and Refueling Area		established contiguous to the camp for the purpose of basic vehicle maintenance and refueling. Vehicle maintenance services, tire repairs and refueling services will be separately contracted for to include services, equipment, parts and materials, waste disposal, fluid containment and berms and fire suppression systems.	established contiguous to the camp for the purpose of basic vehicle maintenance and refueling. Vehicle maintenance services, tire repairs and refueling services will be separately contracted for to include services, equipment, parts and materials, waste disposal, fluid containment and berms and fire suppression systems.	established contiguous to the camp for the purpose of basic vehicle maintenance and refueling. Vehicle maintenance services, tire repairs and refueling services will be separately contracted for to include services, equipment, parts and materials, waste disposal, fluid containment and berms and fire suppression systems.	established contiguous to the camp for the purpose of basic vehicle maintenance and refueling. Vehicle maintenance services, tire repairs and refueling services will be separately contracted for to include services, equipment, parts and materials, waste disposal, fluid containment and berms and fire suppression systems.	tank trucks (diesel/MOGAS) will be provided to support emergency responders under a separate contract.
ATM	Equipment	OPTIONAL: Portable ATM Machine or trailers provided if possible.	OPTIONAL: Portable ATM Machine or trailer provided if possible.	OPTIONAL: Portable ATM Machine or trailer provided if possible.	OPTIONAL: Portable ATM Machine or trailer provided if possible.	N/A
Postal and Express Services	Service	OPTIONAL: U.S. Postal services and express mail services (FedEx/UPS etc.) will be arranged through the Administrative Section of the camp for residents.	OPTIONAL: U.S. Postal services and express mail services (FedEx/UPS etc.) will be arranged through the Administrative Section of the camp for residents.	OPTIONAL: U.S. Postal services and express mail services (FedEx/UPS etc.) will be arranged through the Administrative Section of the camp for residents.	OPTIONAL: U.S. Postal services and express mail services (FedEx/UPS etc.) will be arranged through the Administrative Section of the camp for residents.	N/A
	<p><b>BASE CAMPS:</b></p> <p>Base camps are established as required in areas close in proximity to emergency impact areas. The purpose is to accommodate emergency workers responding to events in areas either where there are limited hotel/motel resources, or when occupying hotels/motels would not permit disaster victims from relocating from shelters into hotel/motels, thus extending the emergency shelter phase of the operation. Commercial contractors/vendors providing "turn-key" services will be considered the primary source of the establishment of base camps. For larger camps, Types can be combined at one site, such as a Type I and a Type II to build a 1,500 person camp.</p> <p>The Contractor should have an ability to construct the base camps and habitate responders, recovery workers, military and relief agency workers with tents or modular units, provide air conditioning, heating, beds and/or cots, bedding, dining halls, kitchens, medical unit, reefer trucks to haul food &amp; Ice and store, 4 meals a day, shower units, hand wash units, potable (drinking) water, water purification and manifold distribution systems, toilets, on-site manifold distribution of black and grey water and associated On- Site Sanitation Systems, laundry service, leveled hardwood floors, industrial</p>					

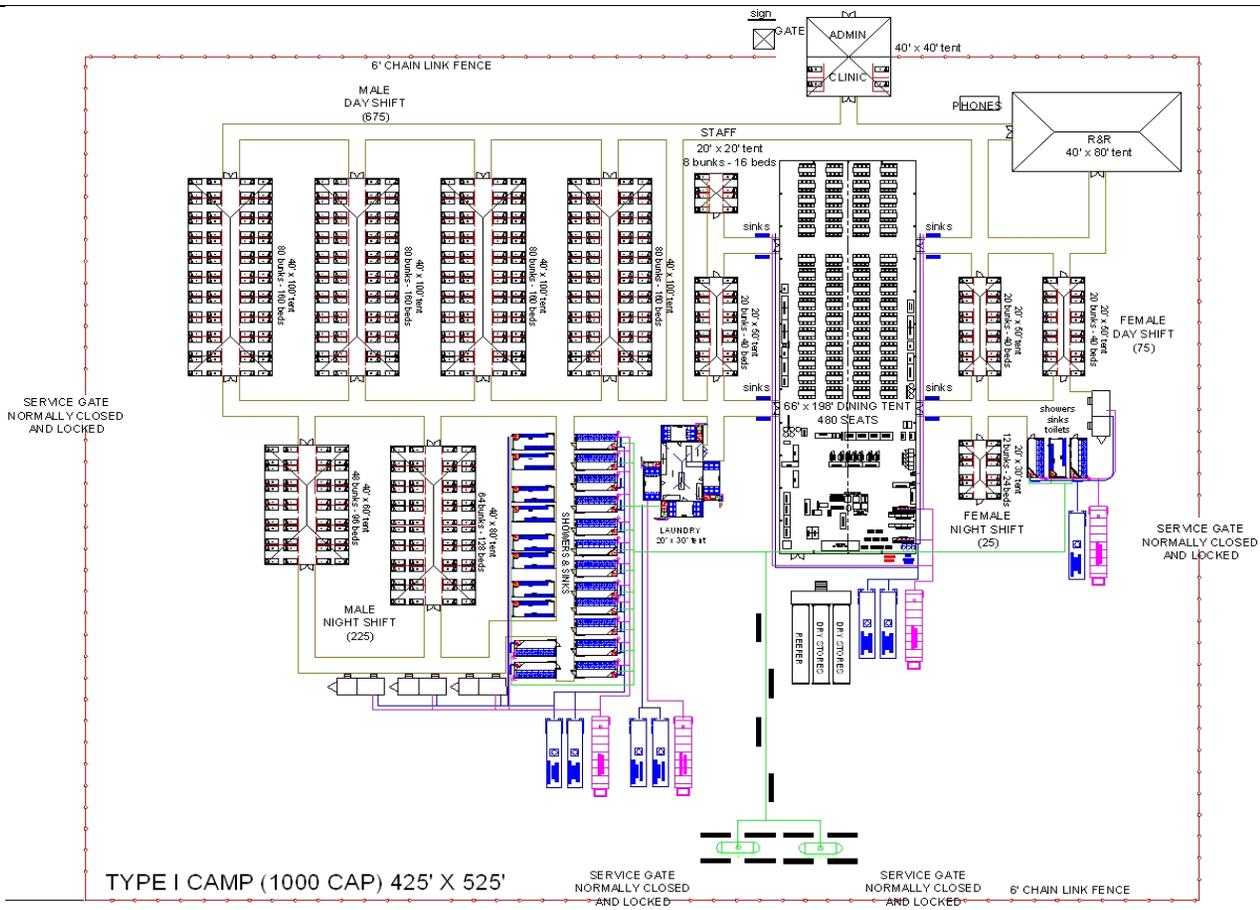
RESOURCE: State of Florida - Emergency Worker Base Camps						
CATEGORY: Emergency Worker Encampment / Life Support / Base Camp			KIND: Facility System			
MINIMUM CAPABILITIES:		TYPE I FIGURES 1 & 2	TYPE II FIGURES 3 & 4	TYPE III FIGURES 5 & 6	TYPE IV FIGURES 7 & 8	OTHER MOBILE
COMPONENT	METRIC					
		<p>generators, diesel 4000 watt light towers, utility vehicles, tooling and equipment for plumbing, electrical, instrumentation, and other consumables including kitchen utensils,. Contractor shall also provide operations centers, recreation facilities and communication services to include telephone and wireless internet connectivity. The Contractor shall keep all of their assets mobile, staged with their own fleet of tractor-trailers, and shall be able to keep those assets available for rapid deployment if required by the Government.</p> <p>Detailed Scope of Work, specifications, terms, and conditions must be negotiated between the government entity and contractor.</p> <p>There are six levels of Base Camps:</p> <ul style="list-style-type: none"> <li>• Type I support 1000 persons</li> <li>• Type II supports 750 persons</li> <li>• Type III supports 500 persons</li> <li>• Type IV supports 250 persons</li> <li>• Other: Mobile Life Support Trailers</li> <li>Type V: 53' Self Contained Semi-Trailers</li> <li>Type VI: 40' Motor Homes 32' Travel Trailers</li> </ul> <p><b>OVERVIEW of Services provided at a Base Camp include:</b></p> <p><b>Staffing and Management:</b></p> <ul style="list-style-type: none"> <li>• Camp construction is considered turn key, bare base, meaning that no on-site infrastructure is technically required to build the camp. Camp construction, engineering and support services are all provided by one prime vendor, who may or may not in turn let sub-contracts for various items or services in the camp.</li> <li>• Prime contractor provides all engineering and support staff.</li> <li>• Overall, camp management is the responsibility of government at some level with the assignment of at least a Type III IMT or IST.</li> </ul> <p><b>Billeting / Camp Type:</b></p> <ul style="list-style-type: none"> <li>• First choice of accommodations is the conversion of a fixed facility / building to accommodate personnel. Such conversion includes installation of dividing walls, partitions or curtains in order to allow for some privacy.</li> <li>• For larger operations hard-sided tents, long span structures or soft-sided tents or CONEX Systems can be used as billeting. Tent camps can take from 48-96 hours to set-up and must conform to normal wind loading of 45 MPH sustained, or 75 MPH in hurricane areas, based on previous events where storms crossing over the camp has done significant damage to these structures. Hard sided tents are preferred over soft sided. Tents must be fitted with floors and HVAC systems for climate controlled living conditions.</li> </ul>				

RESOURCE: State of Florida - Emergency Worker Base Camps							
CATEGORY: Emergency Worker Encampment / Life Support / Base Camp		KIND: Facility System					
MINIMUM CAPABILITIES:		TYPE I FIGURES 1 & 2	TYPE II FIGURES 3 & 4	TYPE III FIGURES 5 & 6	TYPE IV FIGURES 7 & 8	OTHER MOBILE	
COMPONENT	METRIC						
		<ul style="list-style-type: none"> <li>For small deployments or where teams are moving from site to site every 1-2 days, self-contained 53' semi-trailer bunkhouses, travel trailers or CONEX mobile bunkhouses or RV's can be utilized. Trailers can accommodate six personnel, while bunkhouses accommodate 10 personnel. 53' semi-trailer can accommodate 12-24 persons.</li> </ul> <p><b>Food Services:</b></p> <ul style="list-style-type: none"> <li>Food services will be accomplished through contract catering. Four meals per day will be served in accordance with current US Forest Service Catering Contracts. An approved 14-day rotation meal plan will be established. Food service facilities must meet all required public health code requirements to include a commercial grade (restaurant) NSF approved equipment, sealed floor, HVAC, bug screens and/or air curtain blowers, equipment and utensil sanitation, fire suppression, and hand wash stations in numbers appropriate for the size of camp. Camp catering must be able to feed at least 30% more persons above camp residents</li> </ul> <p><b>Shower Accommodations:</b></p> <ul style="list-style-type: none"> <li>Shower trailers or CONEX systems will be brought in. These trailers/CONEX typically accommodate 6-10 persons at a time, include a changing room. Trailers have a high capacity hot water heater, typically fueled by propane or diesel fuels. Camp must be able to shower 20% more persons above camp residents.</li> </ul> <p><b>Restroom Accommodations:</b></p> <ul style="list-style-type: none"> <li>Porta-potties will not be used unless no other resources were available, except in remote area such as parking and service areas. Restroom trailers or CONEX systems will conform to ANSI 4.4 regulations. Restroom trailers resemble a public restroom, are well lighted, have mirrors, sinks, toilets, and urinals. Versions are available both men and women. Camp must be able to accommodate 20% more persons above camp residents.</li> </ul> <p><b>Laundry Facilities and Services:</b></p> <ul style="list-style-type: none"> <li>Portable laundry trailers or CONEX systems come in two configurations, self-service and commercial. In the self-service, workers can do their own laundry just like in a laundromat. In the commercial version, a contract service will be brought in to wash, dry and fold laundry for base personnel.</li> </ul> <p><b>Medical Care:</b></p> <ul style="list-style-type: none"> <li>A basic medical clinic will be provided to afford routine medical check-ups and care. Contractor shall establish the area and provide basic equipment. Medical supplies, equipment, and services shall be provided by either EMS or public health personnel. Any emergency will necessitate calling 911.</li> </ul> <p><b>Moral, Welfare and Recreation Facility:</b></p> <ul style="list-style-type: none"> <li>Between meal periods, the dining tent will be used as a recreation facility for Type IV, V, and VI camps. On Type I, II and III camps accommodating over 500 personnel, a separate tent facility will be provided with recreation items such as a Ping-Pong table, large screen TV, reading library, daily newspapers, board games, cards and other items to afford workers a means to relax between shifts. Internet workstations shall be an option for personnel to check e-mail or document work related activities.</li> </ul>					

**Administration:**

- Personnel check-in. Agencies sending emergency personnel to a Base Camp will identify those personnel by name / agency to the Camp Manager in advance of arrival, or issue a separate credential. Camp Managers in the Administration Unit will assign berthing space to individuals. Each person shall be issued a unique identity card indicating the level of services the person is entitled to at the camp.
- Three levels of check-in, and issuance of identity cards / credentialing are designated:
  - Resident – Full time sleeping, dining and full services
  
  - Meals and Showers Only – Typically for commercial trucking personnel who sleep in their trucks and only require food, shower and laundry support
  
  - Meals Only – Personnel who will only receive meals at the Camp and reside and shower at other locations or at home.
- Telecommunications
  - Public pay phone trailers will be located within the billeting area, food service, recreation and administrative areas to allow personnel to call family and friends
  - POTS or VoIP telephone lines and ISDN, DSL, Satellite, or fiber optic T-1 lines will be ordered to support the administrative office at the Base Camp.
- Office space will be established to allow for the management of the site
- Life Safety & Security will be mission tasked to law enforcement, fire, and EMS agencies to support camp operations.





**Figure 2: TYPICAL - TYPE I BASE CAMP - 1000 PERSONS**



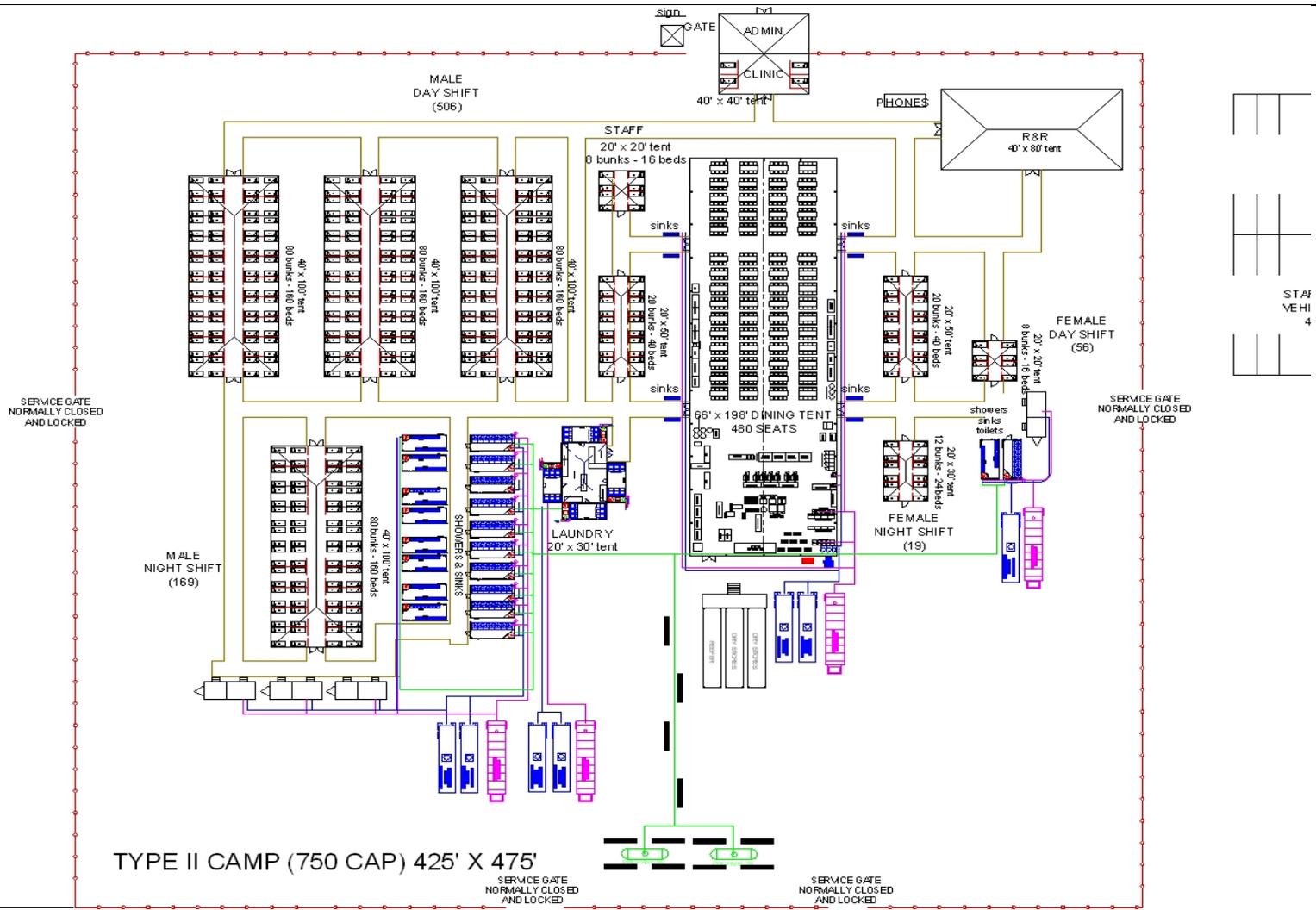


Figure 4: TYPICAL - TYPE II BASE CAMP - 750 PERSONS

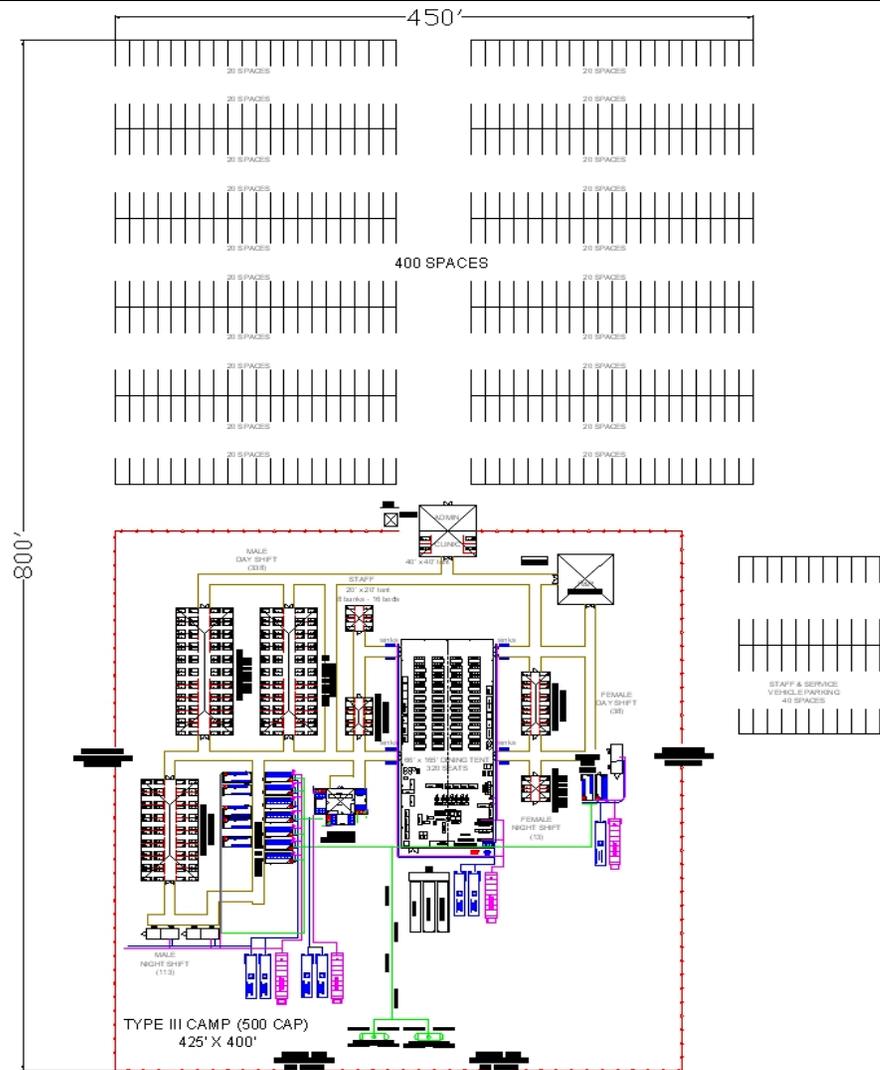
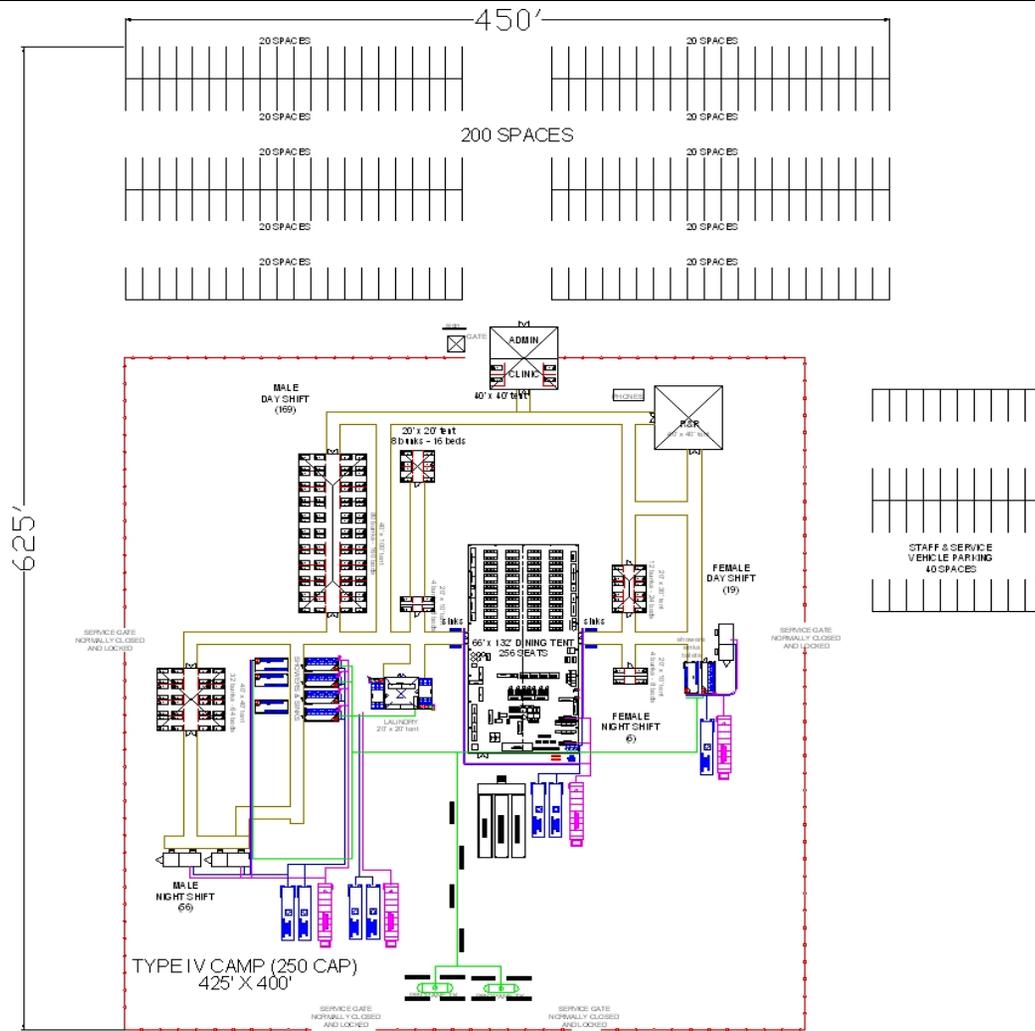


Figure 5: TYPICAL - TYPE III BASE CAMP - 500 PERSONS



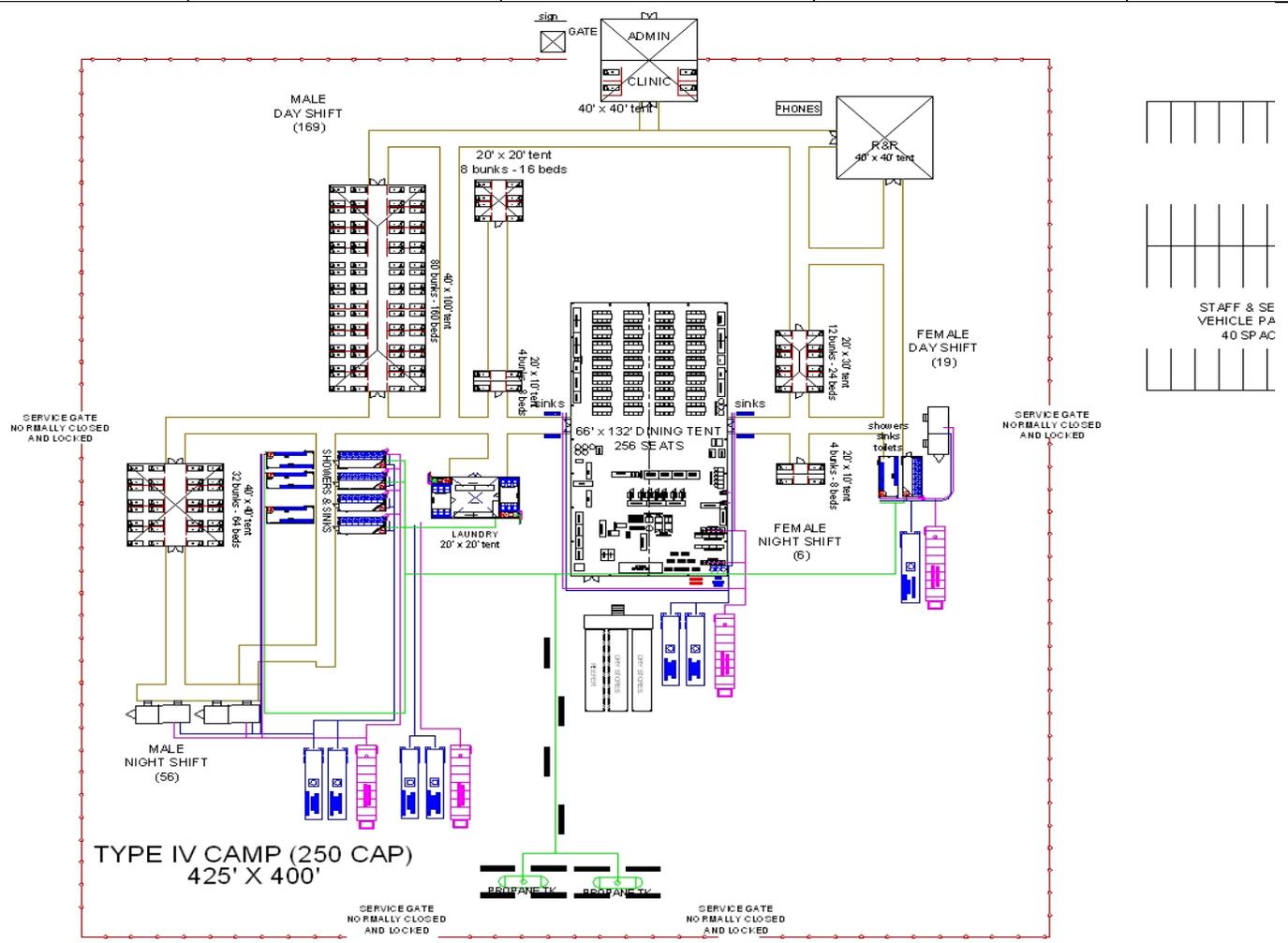


**Figure 7: TYPICAL - TYPE IV BASE CAMP - 250 PERSONS**

**RESOURCE:** State of Florida - Emergency Worker Base Camps

**CATEGORY:** Emergency Worker Encampment / Life Support / Base Camp      **KIND:** Facility System

MINIMUM CAPABILITIES:		TYPE I FIGURES 1 & 2	TYPE II FIGURES 3 & 4	TYPE III FIGURES 5 & 6	TYPE IV FIGURES 7 & 8	OTHER MOBILE
COMPONENT	METRIC					



**Figure 8: TYPICAL - TYPE IV BASE CAMP - 250 PERSONS**

## EMERGENCY PUBLIC SHELTER COMPLEXS

In addition to **SECTION 1**, the following tasks, deliverables and financial consequences apply to **EMERGENCY PUBLIC SHELTER COMPLEXS**:

- A. *Refer to Catastrophic Emergency Shelter Support Systems tables below for specifications and requirements.*
- B. Tasks
  - B.1. Contractor will maintain a capability to establish, support, and maintain full service capabilities for Type III, IV and V “Catastrophic Emergency Shelter Support Systems” as outlined in Catastrophic Emergency Shelter Support Systems table below anywhere in the State of Florida.
  - B.2. The intent is for the Contractor to be able to activate those resources immediately post event and become fully operational based on Catastrophic Emergency Shelter Support Systems table below.
  - B.3. Contractor will maintain resources, and schedule routine inspections and maintenance on its equipment as required in order to maintain 24-hour readiness at all times.
  - B.4. The Contractor must secure all equipment once the site is established.
  - B.5. All Contractor personnel **MUST** display company photo ID at all times while on the site.
- C. Deliverables (all necessary temporary structures shall accommodate for the following activities and services):
  - C.1. Sleep beds, linens, blankets, and pillows based on bid sheet (500,1500 or 2500 persons). Provisions in both bedding and space allocations under ADA will be required.
  - C.2. Linens must be reusable and laundered or replaced twice each week.
  - C.3. Accommodations for the reasonable visual privacy of persons must be provided. Groups will be divided into:
    - C.3.1. Families
    - C.3.2. Single males
    - C.3.3. Single females
  - C.4. Support equipment to establish a medical clinic (tables, chairs, beds, portable lamps, stools, pole-and-drape soft dividers), office, and day care facility (cribs, tables both low and standard, chairs both child and adult) inside the structure are required to be provided by the Contractor.
  - C.5. Contractor will be required to provide all telecommunications capabilities to the office / administration complex.
    - C.5.1. *(Catastrophic Emergency Shelter Support Systems tables below for specifications and requirements.)*
  - C.6. Cost Recovery personal toiletry hygiene kits or bulk toiletry supply items for men and women to include as appropriate –

- C.6.1. Tooth brush and tooth paste
- C.6.2. Razor and shave cream/gel
- C.6.3. Bar or shower gel soap
- C.6.4. Comb / brush
- C.6.5. Mouth wash / rinse
- C.6.6. Deodorant
- C.7. Shower towels to include –
  - C.7.1. Washcloth
  - C.7.2. Hand towel
  - C.7.3. Bath towel
  - C.7.4. Either launderable or disposable items may be used.
- D. Separate showers with hot/cold potable water for men and women
  - D.1. May be either trailer, CONEX, skid, or field showers so long as they are enclosed and provide both modesty, protection from the weather elements and are either heated or cooled as required and are well lit.
  - D.2. *(Refer to Catastrophic Emergency Shelter Support table below specifications and requirements.)*
- E. Mobile Restrooms
  - E.1. Climate controlled lighted restrooms will be provided for persons.
  - E.2. The ratio of restrooms must be ADA compliant.
  - E.3. *(Refer to Catastrophic Emergency Shelter Support table below specifications and requirements.)*
- F. Food Services
  - F.1. Food services to be provided shall include four meals per day for displaced persons and a midnight meal for staff working the facility.
  - F.2. Of the three meals per day, at least two must be hot prepared meals. The third may be a cold or self-serve buffet style meal.
  - F.3. All hot meals and box lunches MUST conform to present USDA USFS 14-day rotation meal plans and all present contract requirements of nutrition, quantities, food types, calorie counts, and means of service.
  - F.4. Menus are to be reasonably tailored to the ethnic and dietary (non-medical) requirements of the camp population, to include low sodium and vegan. Kosher will NOT be required as a rule. Should Kosher be required at a specific location, it is acknowledged that additional special arrangements must be made which may result in additional charges.

F.5. Meals must be well-balanced, nutritious, appealing and use a minimum amount of processed (canned, instant) items.

F.6. Fresh items to include fruit and/or salads are to be offered with each meal.

F.7. Hot meals may be either staff served or buffet style. Box lunches must conform to USFS specifications.

F.8. Contractor shall include an example of a 14-day rotational meal plan with its proposal.

F.9. (Refer to Catastrophic Emergency Shelter Support table below for further specifications.)

#### G. Laundry Services

G.1. Service provided "fluff and fold" laundry services will be provided with same day service. Dry cleaning will not be required.

#### H. Potable Water, Waste water, electric power and waste management:

H.1. At Site #1, the Division will provide ready access to potable water for the specific site. A single high-pressure manifold will be provided with at least two 2" locking threaded ball gate valves provided. Contractor will be required to extend all necessary water lines from the access point to its equipment and provide a back flow protector at the gate valves.

H.2. Wastewater (grey and black) disposal is NOT available at Site #1, and must be addressed, collected and removed by the Contractor.

H.3. Power and lighting is available in the billeting structure, but there is no additional power available on site to support mobile equipment. The Contractor is responsible for providing all necessary mobile power, exterior lighting, and fuels to support its equipment.

H.4. The Contractor will be responsible for contracting trash removal. Wet-proof dumpsters will be used to collect all food scraps and debris. Dumpsters are to remain in the closed position at all times when trash is not being disposed of.

H.5. Appropriate vector control will be provided by the contractor.

H.6. Refer to Catastrophic Emergency Shelter Support table below for further specifications

#### I. Security

I.1. The Contractor will be responsible for providing all other non-sworn security personnel on-site for purposes of patrol, maintaining order, access control, and coordinating with sworn law enforcement on security issues. The Contractor may, if desired, independently contract directly with off-duty law enforcement personnel for all or part of these services. The Division / Customer will arrange for the provision of ONLY essential sworn law enforcement personnel of one per shift.

I.2. The Contractor must secure all equipment once the site is established.

I.3. All contract personnel MUST display company photo ID at all times while on the site.

I.4. The Contractor will be required to provide photo ID for each resident at the shelter as they register on-site.

- I.5. The Contractor will check ID during meal periods.
- I.6. Site security will be the responsibility of the Division.
- J. Reporting
  - J.1. Contractor will provide daily electronic reporting to the Unified Logistics Section on the following (at a minimum):
    - J.1.1. Resident check-in and check-out history. Documentation must include. First and Last name (legible) with signature
    - J.1.2. Resident meal documentation (all meals served). Documentation must include. First and Last name (legible) with signature.
  - J.2. Situation report reflecting operations to date, critical issues, concerns, unresolved issues with corrective action steps and dates.
  - J.3. Staff counts on site and in support of operations.
- K. Reporting, Invoicing and Closeout:
  - K.1. Mobilization and Demobilization- Based on need, the contractor should have the ability to demobilize a portion of the Catastrophic Emergency Shelter that is not used.
  - K.2. In the event a fully operational Catastrophic Emergency Shelter is completely cancelled before seven (7) days, the Contractor shall be paid for both mobilization and demobilization.
  - K.3. Actual Meals Consumed- In the event an order is cancelled en-route before any meals are served, the Contractor shall be paid for the number of meals ordered if they are able to provide documentation of costs or payments to subcontractors.
- L. Locations
  - L.1. The Division / Customer will provide suitable locations to establish the complex at the time of mission tasking.
  - L.2. The Division / Customer will arrange for all property use agreements or necessary leases for site use.
  - L.3. Not all sites may be "installation ready". As such, the Contractor must be prepared to provide OPTIONAL reasonable land clearing<sup>2</sup> and/or installation of temporary crushed gravel base between 2-4" as required on a site. Note that all gravel MUST be removed upon demobilization of the site.
- M. Billing and Charges:
  - M.1. All invoices must be itemized and include all supporting documentation, to include:
    - M.1.1. Persons housed for the duration of the camp. These are new registrations and not repeat counts.
    - M.1.2. Daily meal count served to both residents and workers.

<sup>2</sup> REASONABLE LAND CLEARING: To include removal of small scrub trees trash and small debris, redistribution of uneven earth, grading to a reasonable level and development and packing of temporary access unpaved dirt roads.

M.1.3. Situation report reflecting operations to date, critical issues, concerns, unresolved issues with corrective action steps and dates.

M.1.4. Staff counts on site and in support of operations.

M.2. Justification for any charges above the contract agreement. Note that any charges above the contract agreement MUST be approved in writing (email acceptable) by the contracting entity PRIOR to the expense being incurred by the Contractor. Emergencies excepted and approved by phone must be documented at the earliest opportunity.

N. Financial Consequences:

N.1. If the Division determines that the performance of the Contractor is unsatisfactory, the Division will notify the Contractor in writing of the deficiency to be corrected, which correction shall be made within a time-frame specified by the Division. The Contractor shall, within the time specified in the contractual documents after notice from the Division, provide the Division with a written corrective action plan describing how the Contractor will address all issues of contract non-performance, unacceptable performance, and failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the Division, the Contractor will be assessed a non-performance retainage equivalent to 10% of the total invoice amount or as specified in the contractual documents. The retainage will be applied to the invoice for the then-current billing period. The retainage will be withheld until the Contractor resolves the deficiency. If the deficiency is subsequently resolved, the Contractor may bill the Division for the retained amount during the next billing period. If the Contractor is unable to resolve the deficiency, the funds retained may be forfeited at the end of the final invoice period.

RESOURCE: State of Florida – Catastrophic Emergency Shelter Support Systems						
CATEGORY:		Catastrophic Emergency Shelter Support Systems		KIND:	Facility System	
MINIMUM CAPABILITIES:		TYPE III		TYPE IV		TYPE V
COMPONENT	METRIC					
Site Capacity	Capacity	2,500 Persons		1,000 Persons		500 Persons

<b>RESOURCE: State of Florida – Catastrophic Emergency Shelter Support Systems</b>					
<b>CATEGORY:</b>		<b>Catastrophic Emergency Shelter Support Systems</b>		<b>KIND:</b>	Facility System
<b>MINIMUM CAPABILITIES:</b>		<b>TYPE III</b>	<b>TYPE IV</b>	<b>TYPE V</b>	
<b>COMPONENT</b>	<b>METRIC</b>				
<b>Site Type</b>	<b>Type</b>	Fixed Existing Structures Shelter, Hard or Soft Sided Tents, CONEX or modular systems. Must conform to normal wind loading requirements of at least 45 MPH sustained, or 75 MPH in hurricane zones.	Fixed Existing Structures Shelter, Soft Sided Tents, CONEX or modular systems. Must conform to normal wind loading requirements of at least 45 MPH sustained, or 75 MPH in hurricane zones.	Fixed Existing Structures Shelter, Soft Sided Tents, CONEX or modular systems. Must conform to normal wind loading requirements of at least 45 MPH sustained, or 75 MPH in hurricane zones.	
<b>Set-Up Time</b>	<b>Time</b>	5-7 Days from time of arrival on scene	2 – 3 Days from time of arrival on scene	1-2 Days from time of arrival on scene	
<b>Square Footage Requirements</b>	<b>Space</b>	SHELTER: 40 Acres PARKING: 40 Acres. TOTAL: 80 Acres	SHELTER: 15 Acres PARKING: 12 Acres TOTAL: 27 Acres	SHELTER: 7 Acres PARKING: 7 Acres. TOTAL: 14 Acres.	
<b>Site Prep</b>	<b>Equipment</b>	If required, site may require grading, debris clearance, and/or placement of 3-4" large gravel base for drainage.	If required, site may require grading, debris clearance, and/or placement of 3-4" large gravel base for drainage.	If required, site may require grading, debris clearance, and/or placement of 3-4" large gravel base for drainage...	
<b>Parking Area(s)</b>	<b>Space</b>	Parking area will be designated as per examples in Figures 1, 3, 5 & 7. Lot shall be well marked and lighted. One-way designated traffic routes will be established and well marked. Separate areas will be designated for large apparatus and trucks.	Parking area will be designated as per examples in Figures 1, 3, 5 & 7. Lot shall be well marked and lighted. One-way designated traffic routes will be established and well marked. Separate areas will be designated for large apparatus and trucks.	Parking area will be designated as per examples in Figures 1, 3, 5 & 7. Lot shall be well marked and lighted. One-way designated traffic routes will be established and well marked. Separate areas will be designated for large apparatus and trucks.	

<b>RESOURCE: State of Florida – Catastrophic Emergency Shelter Support Systems</b>					
<b>CATEGORY:</b>		<b>Catastrophic Emergency Shelter Support Systems</b>		<b>KIND:</b>	Facility System
<b>MINIMUM CAPABILITIES:</b>		<b>TYPE III</b>		<b>TYPE IV</b>	
<b>COMPONENT</b>	<b>METRIC</b>				
<b>Shelter Management</b>	<b>Local Government Personnel</b>	Shelter Manager Food Unit Leader Safety Officer Supply Unit Leader Facilities Unit Leader Medical Unit Leader Security Manager		Shelter Manager Food Unit Leader Safety Officer Supply Unit Leader Facilities Unit Leader Medical Unit Leader Security Manager	
<b>Shelter Construction, Engineering and Operations</b>	<b>Contractor Personnel</b>	Director of Operations Chief of Operations Logistics Officer Project Managers Shelter Managers Safety Personnel Shelter Administration Site Operations Surveyors Engineer CAD Technician Equipment Managers Inventory Managers Licensed Plumbing Tech Licensed Electrical Tech Billeting Coordinators Chef Food Service Group Tent/Structure Erectors Heavy Equipment Operators Truck Drivers Runner/Shuttle Drivers General Laborers Security (Contracted)		Chief of Operations Logistics Officer Project Managers Shelter Managers Safety Personnel Shelter Administration Site Operations Surveyor Engineer Equipment Managers Inventory Managers Licensed Plumbing Tech Licensed Electrical Tech Billeting Coordinators Sous Chef Food Service Group Tent/Structure Erectors Heavy Equipment Operator Truck Drivers Runner/Shuttle Drivers General Laborers Security (Contracted)	
				Small Management Team Operations Manager Truck Drivers Porters Sous Chef Cooks Licensed Plumber Licensed Electrician Administrative Support Billeting Coordinator Security (Contracted)	

RESOURCE: State of Florida – Catastrophic Emergency Shelter Support Systems					
CATEGORY:		Catastrophic Emergency Shelter Support Systems		KIND:	Facility System
MINIMUM CAPABILITIES:		TYPE III	TYPE IV	TYPE V	
COMPONENT	METRIC				
Billeting	Equipment	<p>2,500 Persons, Beds, Bunk Beds or cots. Separate areas for male/female and day/night shifts. HVAC Provided in all structures. If used during cold weather, adequate heating equipment shall be provided in accordance with OSHA 1910.142(b)(11). All heating, cooking, and water heating equipment shall be installed in accordance with State and local ordinances, codes, and regulations governing such installations.</p> <p>Provisions must be made for Families (70%) as well as single males and single females (30%) to afford reasonable privacy.</p> <p>Each resident shall have access to their own individual locker that can accommodate a pad lock.</p> <p>Beds and or cots will be provided within each sleeping structure. In accordance with ANSI 4.4, a minimum of 50 square feet of space will be provided per occupant. Linens, blankets and pillows will be provided as required and changed twice each week.</p>	<p>1,000 Persons, Bunk Beds or cots. Separate areas for male/female and day/night shifts. HVAC Provided in all structures. . If used during cold weather, adequate heating equipment shall be provided in accordance with OSHA 1910.142(b)(11). All heating, cooking, and water heating equipment shall be installed in accordance with State and local ordinances, codes, and regulations governing such installations.</p> <p>Provisions must be made for Families (70%) as well as single males and single females (30%) to afford reasonable privacy.</p> <p>Each resident shall have access to their own individual locker that can accommodate a pad lock.</p> <p>Beds and or cots will be provided within each sleeping structure. In accordance with ANSI 4.4, a minimum of 50 square feet of space will be provided per occupant. Linens, blankets and pillows will be provided as required and changed twice each week.</p>	<p>1,000 Persons, Bunk Beds or cots. Separate areas for male/female and day/night shifts. HVAC Provided in all structures. . If used during cold weather, adequate heating equipment shall be provided in accordance with OSHA 1910.142(b)(11). All heating, cooking, and water heating equipment shall be installed in accordance with State and local ordinances, codes, and regulations governing such installations.</p> <p>Provisions must be made for Families (70%) as well as single males and single females (30%) to afford reasonable privacy.</p> <p>Each resident shall have access to their own individual locker that can accommodate a pad lock.</p> <p>Beds and or cots will be provided within each sleeping structure. In accordance with ANSI 4.4, a minimum of 50 square feet of space will be provided per occupant. Linens, blankets and pillows will be provided as required and changed twice each week. .</p>	

RESOURCE: State of Florida – Catastrophic Emergency Shelter Support Systems					
CATEGORY:		Catastrophic Emergency Shelter Support Systems		KIND:	Facility System
MINIMUM CAPABILITIES:		TYPE III	TYPE IV	TYPE V	
COMPONENT	METRIC				
Food Services	Equipment	<p>2,650 Persons per meal. Seating for 40% at a time. Fixed temporary ground level facility, commercial NSF restaurant equipment. Plumbed fixtures, dual serving lines, air conditioned dining hall.</p> <p>Kitchen and Dining Facility: The Kitchen and Dining Facility provided at each shelter complies with US Public Health Service 2017 Food Code</p>	<p>1,150 Persons per meal. Seating for 40% at a time. Fixed temporary ground level facility, commercial NSF restaurant equipment. Plumbed fixtures, dual serving lines, air conditioned dining hall.</p> <p>Kitchen and Dining Facility: The Kitchen and Dining Facility provided at each shelter complies with US Public Health Service 2017 Food Code</p>	<p>575 Persons per meal. Seating for 40% at a time. Fixed temporary ground level facility, commercial NSF restaurant equipment. Plumbed fixtures, dual serving lines, air conditioned dining hall.</p> <p>Kitchen and Dining Facility: The Kitchen and Dining Facility provided at each shelter complies with US Public Health Service 2017 Food Code</p>	
Food Services	Service	<p>Three meals per day for clients, (2 hot). Four Meals per day for workers (3 hot or 2/2), Modified USFS Food Service Contract Specifications 1800 - 2200 calories per person per day. 24- Hour snack and beverage services.</p>	<p>Three meals per day for clients, (2 hot). Four Meals per day for workers (3 hot or 2/2), Modified USFS Food Service Contract Specifications 1800 - 2200 calories per person per day. 24- Hour snack and beverage services.</p>	<p>Three meals per day for clients, (2 hot). Four Meals per day for workers (3 hot or 2/2), Modified USFS Food Service Contract Specifications 1800 - 2200 calories per person per day. 24- Hour snack and beverage services.</p>	
Showers	Equipment	<p>Trailers / CONEX Self Contained, enclosed free standing (ratio of 1 shower head to 15 persons in accordance with ANSI 4.4)</p> <p>Specifications in accordance with USFS Shower Contract. Must protect from weather elements and be lighted</p>	<p>Trailers / CONEX Self Contained, enclosed free standing (ratio of 1 shower head to 15 persons in accordance with ANSI 4.4)</p> <p>Specifications in accordance with USFS Shower Contract. Must protect from weather elements and be lighted</p>	<p>Trailers / CONEX Self Contained, enclosed free standing (ratio of 1 shower head to 15 persons in accordance with ANSI 4.4)</p> <p>Specifications in accordance with USFS Shower Contract. Must protect from weather elements and be lighted</p>	

<b>RESOURCE: State of Florida – Catastrophic Emergency Shelter Support Systems</b>					
<b>CATEGORY:</b>		<b>Catastrophic Emergency Shelter Support Systems</b>		<b>KIND:</b>	Facility System
<b>MINIMUM CAPABILITIES:</b>		<b>TYPE III</b>	<b>TYPE IV</b>	<b>TYPE V</b>	
<b>COMPONENT</b>	<b>METRIC</b>				
<b>Rest Rooms</b>	<b>Equipment</b>	Trailers, self-contained, (ratio of at least 1 toilet to 20 persons, or 1 toilet and 1 urinal per 25 males) ADA Compliant restrooms provided at 1 to 50 persons) in accordance with ANSI Z4.3 and Z4.4. Augmented by Porta-lets in parking and auxiliary areas.  Hand wash stations (sinks) ratio of one per 10 persons in restrooms, PLUS 6 per entry to dining halls.	Trailers, self-contained, (ratio of at least 1 toilet to 20 persons, or 1 toilet and 1 urinal per 25 males) ADA Compliant restrooms provided at 1 to 50 persons) in accordance with ANSI Z4.3 and Z4.4. Augmented by Porta-lets in parking and auxiliary areas.  Hand wash stations (sinks) ratio of one per 10 persons in restrooms, PLUS 6 per entry to dining halls.	Trailers, self-contained, (ratio of at least 1 toilet to 20 persons, or 1 toilet and 1 urinal per 25 males) ADA Compliant restrooms provided at 1 to 50 persons) in accordance with ANSI Z4.3 and Z4.4. Augmented by Porta-lets in parking and auxiliary areas.  Hand wash stations (sinks) ratio of one per 10 persons in restrooms, PLUS 6 per entry to dining halls.	Trailers, self-contained, (ratio of at least 1 toilet to 20 persons, or 1 toilet and 1 urinal per 25 males) ADA Compliant restrooms provided at 1 to 50 persons) in accordance with ANSI Z4.3 and Z4.4. Augmented by Porta-lets in parking and auxiliary areas.  Hand wash stations (sinks) ratio of one per 10 persons in restrooms, PLUS 6 per entry to dining halls.
<b>Laundry</b>	<b>Equipment</b>	Self Service fluff and fold laundry equipment provided for residents. Irons and boards will be provided by contractor. In accordance with ANSI 4.4. Irons and boards will be provided by contractor	Full OR Self Service fluff and fold laundry equipment provided for residents. Irons and boards will be provided by contractor.	Self Service fluff and fold laundry equipment provided for residents. Irons and boards will be provided by contractor.	Self Service fluff and fold laundry equipment provided for residents. Irons and boards will be provided by contractor.

RESOURCE: State of Florida – Catastrophic Emergency Shelter Support Systems				
CATEGORY: Catastrophic Emergency Shelter Support Systems		KIND:		Facility System
MINIMUM CAPABILITIES:		TYPE III	TYPE IV	TYPE V
COMPONENT	METRIC			
Medical Clinic	Equipment	<p>Separate tent / facility. 13 beds w/linen, blankets &amp; pillows, tables, chairs, divider wall, small refrigerator, hand sink, 2 IV poles, 2 gooseneck floor lamps, 2 folding pole stretchers w/ IV poles, 2 floor fans, medical waste can/bags, 12-110 volt outlets, area for daily sick calls. Medical equipment and supplies provided by EMS or Health agency. HVAC Provided in all structures. . If used during cold weather, adequate heating equipment shall be provided in accordance with OSHA 1910.142(b)(11).</p> <p>One separate closed room for breastfeeding mothers which allows wheelchair access. No smaller than 9'5" W x 5'4" D x 7'3" H. HVAC Provided in all structures.</p> <p>One separate quiet area for behavior health counseling. HVAC Provided in all structures.</p>	<p>Separate tent / facility. 8 beds w/linen, blankets &amp; pillows, tables, chairs, divider wall, small refrigerator, hand sink, 2 IV poles, 2 gooseneck floor lamps, 2 folding pole stretchers w/ IV poles, 2 floor fans, medical waste can/bags, 12-110 volt outlets, area for daily sick calls. Medical equipment and supplies provided by EMS or Health agency. HVAC Provided in all structures. . If used during cold weather, adequate heating equipment shall be provided in accordance with OSHA 1910.142(b)(11).</p> <p>One separate closed room for breastfeeding mothers which allows wheelchair access. No smaller than 9'5" W x 5'4" D x 7'3" H. HVAC Provided in all structures.</p> <p>One separate quiet area for behavior health counseling. HVAC Provided in all structures.</p>	<p>Separate tent / facility. 5 beds w/linen, blankets &amp; pillows, tables, chairs, divider wall, small refrigerator, hand sink, 2 IV poles, 2 gooseneck floor lamps, 2 folding pole stretchers w/ IV poles, 2 floor fans, medical waste can/bags, 12-110 volt outlets, area for daily sick calls. Medical equipment and supplies provided by EMS or Health agency. HVAC Provided in all structures. . If used during cold weather, adequate heating equipment shall be provided in accordance with OSHA 1910.142(b)(11).</p> <p>One separate closed room for breastfeeding mothers which allows wheelchair access. No smaller than 9'5" W x 5'4" D x 7'3" H. HVAC Provided in all structures.</p> <p>One separate quiet area for behavior health counseling. HVAC Provided in all structures.</p>

<b>RESOURCE: State of Florida – Catastrophic Emergency Shelter Support Systems</b>					
<b>CATEGORY:</b>		<b>Catastrophic Emergency Shelter Support Systems</b>		<b>KIND:</b>	Facility System
<b>MINIMUM CAPABILITIES:</b>		<b>TYPE III</b>	<b>TYPE IV</b>	<b>TYPE V</b>	
<b>COMPONENT</b>	<b>METRIC</b>				
<b>Life Safety</b>	<b>Equipment</b>	<p>1-5# ABC Fire extinguisher in all spaces at 1 per 500 Sq. Ft..  ANSUL system OR 6-10# BC extinguishers in kitchen space.  1 Type VI staffed Brush Truck  Smoke detectors in all spaces, kitchen and storage areas.</p>	<p>1-5# ABC Fire extinguisher in all spaces at 1 per 500 Sq. Ft..  ANSUL system OR 4-10# BC extinguishers in kitchen space.  1 Type VI staffed Brush Truck  Smoke detectors in all spaces, kitchen and storage areas.</p>	<p>1-5# ABC Fire extinguisher in all trailers at 1 per 500 Sq. Ft..  ANSUL system OR 3-10# BC extinguishers in kitchen space.  1 Type VI staffed Brush Truck  Smoke detectors in all spaces, kitchen and storage areas.</p>	
<b>Child Care/Special Needs</b>	<b>Equipment</b>	<p>One separate childcare area large enough to hold 40 children. Space should also provide changing areas. HVAC Provided in all structures. . If used during cold weather, adequate heating equipment shall be provided in accordance with OSHA 1910.142(b)(11).</p> <p>One separate location within the childcare area for special needs children with disabilities that require a quite place no smaller than 100 square feet.</p>	<p>One separate childcare area large enough to hold 30 children. HVAC Provided in all structures. . If used during cold weather, adequate heating equipment shall be provided in accordance with OSHA 1910.142(b)(11).</p> <p>One separate location within the childcare area for special needs children with disabilities that require a quite place no smaller than 100 square feet.</p>	<p>One separate childcare area large enough to hold 20 children. HVAC Provided in all structures. . If used during cold weather, adequate heating equipment shall be provided in accordance with OSHA 1910.142(b)(11).</p> <p>One separate location within the childcare area for special needs children with disabilities that require a quite place no smaller than 100 square feet.</p>	

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<b>CATEGORY:</b>		<b>Catastrophic Emergency Shelter Support Systems</b>		<b>KIND:</b>	Facility System
<b>MINIMUM CAPABILITIES:</b>		<b>TYPE III</b>	<b>TYPE IV</b>	<b>TYPE V</b>	
<b>COMPONENT</b>	<b>METRIC</b>				
<b>Moral, Welfare and Recreation</b>	<b>Equipment</b>	<p>Combined with Dining Hall or separate facility. Tables, chairs, two large TVs, recreational equipment, board and card games, and refreshments for 200 persons.</p> <p>Public Wireless Internet to extent possible. Three workstations, 1 printer.</p>	<p>Combined with Dining Hall. Tables, chairs, two TVs, board and card games, and refreshments for 150 persons.</p> <p>Public Wireless Internet to extent possible. Two workstations, 1 printer.</p>	<p>Combined with Dining Hall. Tables, chairs, two TVs, board and card games, and refreshments for 150 persons.</p> <p>Public Wireless Internet to extent possible. Two workstations, 1 printer.</p>	
<b>Administration</b>	<b>Equipment</b>	<p>Separate administrative area for Shelter management. Resident check-in, resource ordering, central security, and command element.</p> <p>1 copier, 1 fax, folding tables, chairs, and administrative office supplies.</p> <p>Credentialing/badging system.</p>	<p>Separate administrative area for Shelter management. Resident check-in, resource ordering, central security, and command element.</p> <p>1 copier, 1 fax, folding tables, chairs, and administrative office supplies.</p> <p>Credentialing/badging system.</p>	<p>Separate administrative area for Shelter management. Resident check-in, resource ordering, central security, and command element.</p> <p>1 copier, 1 fax, folding tables, chairs, and administrative office supplies. May be pre installed in a trailer.</p> <p>Credentialing/badging system.</p>	

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<b>CATEGORY:</b>		<b>Catastrophic Emergency Shelter Support Systems</b>		<b>KIND:</b>	Facility System
<b>MINIMUM CAPABILITIES:</b>		<b>TYPE III</b>		<b>TYPE IV</b>	
<b>TYPE V</b>					
<b>COMPONENT</b>	<b>METRIC</b>				
<b>Security</b>	<b>Services</b>	Full perimeter security provided. Security personnel at all gates, 24-hours per day, plus at least 1 roaming guard.	Full perimeter security provided. Security personnel at all gates, 24-hours per day, plus at least 1 roaming guard.	Full perimeter security provided. Security personnel at all gates, 24-hours per day, plus at least 1 roaming guard.	Full perimeter security provided. Security personnel at all gates, 24-hours per day, plus at least 1 roaming guard.
		May be contracted under the supervision of sworn law enforcement. 6' temporary chain link fence if site is unsecured with gates.  NOTE: This is SECURITY for the site and residents; and NOT detention of residents.	May be contracted under the supervision of sworn law enforcement. 6' temporary chain link fence if site is unsecured with gates.  NOTE: This is SECURITY for the site and residents; and NOT detention of residents.	May be contracted under the supervision of sworn law enforcement. 6' temporary chain link fence if site is unsecured with gates.  NOTE: This is SECURITY for the site and residents; and NOT detention of residents.	May be contracted under the supervision of sworn law enforcement. 6' temporary chain link fence if site is unsecured with gates.  NOTE: This is SECURITY for the site and residents; and NOT detention of residents.
<b>Information Technology and Communication</b>	<b>Equipment</b>	ISDN, DSL or satellite data access for the administration of Shelter operations. Includes at least six (6) computer workstations, 1 printers, 1 document scanner, 16 POTS or VoIP telephone lines to support voice and fax, Shelter public address system Shelter two-way radio system with 30 radios. NOAA Weather Radio	ISDN, DSL or satellite data access for the administration of Shelter operations. Includes at least four (4) computer workstations, 1 printers, 1 document scanner, 12 POTS or VoIP telephone lines to support voice and fax, Two hand held megaphones Shelter two-way radio system with 20 radios. NOAA Weather Radio	ISDN, DSL or satellite data access for the administration of Shelter operations. Includes at least four (4) computer workstations, 1 printers, 1 document scanner, 12 POTS or VoIP telephone lines to support voice and fax, Two hand held megaphones Shelter two-way radio system with 20 radios. NOAA Weather Radio	ISDN, DSL or satellite data access for the administration of Shelter operations. Includes at least four (4) computer workstations, 1 printers, 1 document scanner, 12 POTS or VoIP telephone lines to support voice and fax, Two hand held megaphones Shelter two-way radio system with 20 radios. NOAA Weather Radio

<b>RESOURCE: State of Florida – Catastrophic Emergency Shelter Support Systems</b>					
<b>CATEGORY:</b>		<b>Catastrophic Emergency Shelter Support Systems</b>		<b>KIND:</b>	Facility System
<b>MINIMUM CAPABILITIES:</b>		<b>TYPE III</b>	<b>TYPE IV</b>	<b>TYPE V</b>	
<b>COMPONENT</b>	<b>METRIC</b>				
<b>Infrastructure Support Services</b>	<b>Equipment</b>	Multi-Fuel Truck, Potable water trucks/trailers, waste water vacuum truck, portable waste water treatment plants, wet-proof solid waste dumpsters, grease tanks, prime power generators, light towers, refrigerated food storage trailers, dry stores trailers, forklift, pallet jacks, portable loading dock(s), 6' chain link fencing w/ posts, fire extinguishers.	Multi-Fuel Truck, Potable water trucks/trailers, waste water vacuum truck, portable waste water treatment plants, wet-proof solid waste dumpsters, grease tanks, prime power generators, light towers, refrigerated food storage trailers, dry stores trailers, forklift, pallet jacks, portable loading dock(s), 6' chain link fencing w/ posts, fire extinguishers.	Multi-Fuel Truck, Potable water trucks/trailers, waste water vacuum truck, portable waste water treatment plants, wet-proof solid waste dumpsters, grease tanks, prime power generators, light towers, refrigerated food storage trailers, dry stores trailers, forklift, pallet jacks, portable loading dock(s), 6' chain link fencing w/ posts, fire extinguishers.	
<b>Ablution</b>	<b>Equipment</b>	<p>Potable water supply, showers, hand wash stations, laundry facilities, portable toilets, restrooms, and wastewater collection systems are provided at each Shelter.</p> <p>All water supply equipment is rated for potable water supply in accordance with ANSI/NSF 42, 53, &amp; 61 standards. Water systems are installed and operated in accordance with AWWA standards C900, C901 and NSF 14 for distribution systems and flexible lateral supply piping.</p>	<p>Potable water supply, showers, hand wash stations, laundry facilities, portable toilets, restrooms, and wastewater collection systems are provided at each Shelter.</p> <p>All water supply equipment is rated for potable water supply in accordance with ANSI/NSF 42, 53, &amp; 61 standards. Water systems are installed and operated in accordance with AWWA standards C900, C901 and NSF 14 for distribution systems and flexible lateral supply piping.</p>	<p>Potable water supply, showers, hand wash stations, laundry facilities, portable toilets, restrooms, and wastewater collection systems are provided at each Shelter.</p> <p>All water supply equipment is rated for potable water supply in accordance with ANSI/NSF 42, 53, &amp; 61 standards. Water systems are installed and operated in accordance with AWWA standards C900, C901 and NSF 14 for distribution systems and flexible lateral supply piping.</p>	

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<b>COMPONENT</b>	<b>METRIC</b>				
<b>Commissary</b>	<b>Services</b>	OPTIONAL: Limited service Commissary shall be provided in the shelter in accordance with USFS Commissary Contract Standards.	OPTIONAL: Basic service Commissary shall be provided in the shelter	OPTIONAL: Basic service Commissary shall be provided in the shelter	
<b>ATM</b>	<b>Equipment</b>	OPTIONAL: Portable ATM Machine or trailer provided if possible.	OPTIONAL: Portable ATM Machine or trailer provided if possible.	N/A	
<b>Postal and Express Services</b>	<b>Service</b>	OPTIONAL: U.S. Postal services and express mail services (FedEx/UPS etc.) will be arranged through the Administrative Section of the Shelter for residents.	OPTIONAL: U.S. Postal services and express mail services (FedEx/UPS etc.) will be arranged through the Administrative Section of the Shelter for residents.	N/A	
		<p><b>EMERGENCY SHELTERS:</b> Emergency Shelters are established as required in areas close in proximity to emergency impact areas. The purpose is to provide basic emergency shelter services for displaced persons in areas either where there are limited hotel/motel or other alternative resources. Commercial contractors/vendors providing “turn-key” services will be considered the primary source of the establishment of Emergency Shelters. For larger Shelters,</p> <p>The Contractor should have an ability to construct the Emergency Shelters and habilitate displaced populations with modified structures, tents or modular mobile units, provide air conditioning, heating, beds and/or cots, bedding, dinning halls, kitchens, medical unit, reefer trucks to haul food &amp; Ice and store, 3 meals a day (4 for workers), shower units, hand wash units, potable (drinking) water, water purification and manifold distribution systems, toilets, on-site manifold distribution of black and grey water and associated On-Site Sanitation Systems, laundry service, leveled hardwood floors, industrial generators, diesel 4000 watt light towers, utility vehicles, tooling and equipment for plumbing, electrical, instrumentation, and other consumables including kitchen utensils,. Contractor shall also provide operations centers, recreation facilities and communication services to include telephone and wireless internet connectivity. The Contractor shall keep all of their assets mobile, staged with their own fleet of tractor-trailers, and shall be able to keep those assets available for rapid deployment if required by the Government.</p>			

Detailed Scope of Work for a specific site, specifications, terms, and conditions must be negotiated between the government entity and contractor.

OVERVIEW of Services provided at an Emergency Shelter includes:

Staffing and Management:

- Shelter construction is considered turnkey, bare base, meaning that no on-site infrastructure is technically required to build the Shelter. Shelter construction, engineering and support services are all provided by one prime vendor, who may or may not in turn let sub-contracts for various items or services in the Shelter.
- Prime contractor provides all engineering and support staff.
- Overall, Shelter management is the responsibility of government at some level with the assignment.

Billeting / Shelter Type:

- First choice of accommodations is the conversion of a fixed facility / building to accommodate personnel. Such conversion includes installation of dividing walls, partitions or curtains in order to allow for some privacy.
- For larger operations hard-sided tents, long span structures or soft-sided tents or CONEX Systems can be used as billeting. Tent Shelters can take from 48-96 hours to set-up and must conform to normal wind loading of 45 MPH sustained, or 75 MPH in hurricane areas, based on previous events where storms crossing over the Shelter has done significant damage to these structures. Hard sided tents are preferred over soft sided. Tents must be fitted with floors and HVAC systems for climate controlled living conditions.

Food Services:

- Food services will be accomplished through contract catering. Three meals per day will be served in accordance with modifying current US Forest Service Catering Contracts to serve at least 1500 calories per person, per day. An approved 10-day rotation meal plan will be established. Food service facilities must meet all required public health code requirements to include a commercial grade (restaurant) NSF approved equipment, sealed floor, HVAC, bug screens and/or air curtain blowers, equipment and utensil sanitation, fire suppression, and hand wash stations in numbers appropriate for the size of Shelter. Shelter catering must be able to feed at least 5-10% more persons above Shelter residents

Shower Accommodations:

- Shower trailers or CONEX systems will be brought in. These trailers/CONEX typically accommodate 6-10 persons at a time, include a changing room. Trailers have a high capacity hot water heater, typically fueled by propane or diesel fuels. Shelter must be able to shower 10% more persons above Shelter residents.

Restroom Accommodations:

- Porta-potties will not be used unless no other resources were available, except in remote area such as parking and service areas. Restroom trailers or CONEX systems will conform to ANSI 4.4 regulations. Restroom trailers resemble a public restroom, are well lighted, have mirrors, sinks, toilets, and urinals. Versions are available both men and women. Shelter must be able to accommodate 10% more persons above Shelter residents.

Laundry Facilities and Services:

- Portable laundry trailers or CONEX systems, which are self-service.

Medical Care:

- A basic medical clinic will be provided to afford routine medical check-ups and care. Contractor shall establish the area and provide basic equipment. Medical supplies, equipment, and services shall be provided by either EMS or public health personnel. Any emergency will necessitate calling 911.

Moral, Welfare and Recreation Facility:

- Between meal periods, the dining tent may be used as a recreation facility. Contractor will provide recreation items such as a Ping-Pong table, large screen TV, reading library, daily newspapers, board games, cards and other items to afford workers change workers to shelterees and remove between shifts a means to relax between shifts. Internet workstations shall be an option for personnel to check e-mail or document work related activities.

Administration:

- Personnel/add shelterees check-in. Agencies sending emergency personnel to an Emergency Shelter will identify those personnel by name / agency to the Shelter Manager in advance of arrival, or issue a separate credential. Shelter Managers in the Administration Unit will assign berthing space to individuals. Each person shall be issued a unique identity card indicating the level of services the person is entitled to at the Shelter.
- Three levels of check-in, and issuance of identity cards / credentialing are designated:
  - Resident – Full time sleeping, dining and full services

Meals and Showers Only – Typically for commercial trucking personnel who sleep in their trucks and only require food, shower and laundry support

Meals Only – Personnel who will only receive meals at the Shelter and reside and shower at other locations or at home unless unable to find adequate housing.

- Telecommunications
  - Public pay phone trailers will be located within the billeting area, food service, recreation and administrative areas to allow personnel to call family and friends
  - POTS or VoIP telephone lines and ISDN, DSL, Satellite, or fiber optic T-1 lines will be ordered to support the administrative office at the Emergency Shelter.
- Office space will be established to allow for the management of the site
- Life Safety & Security will be mission tasked to law enforcement, fire, and EMS agencies to support Shelter operations.

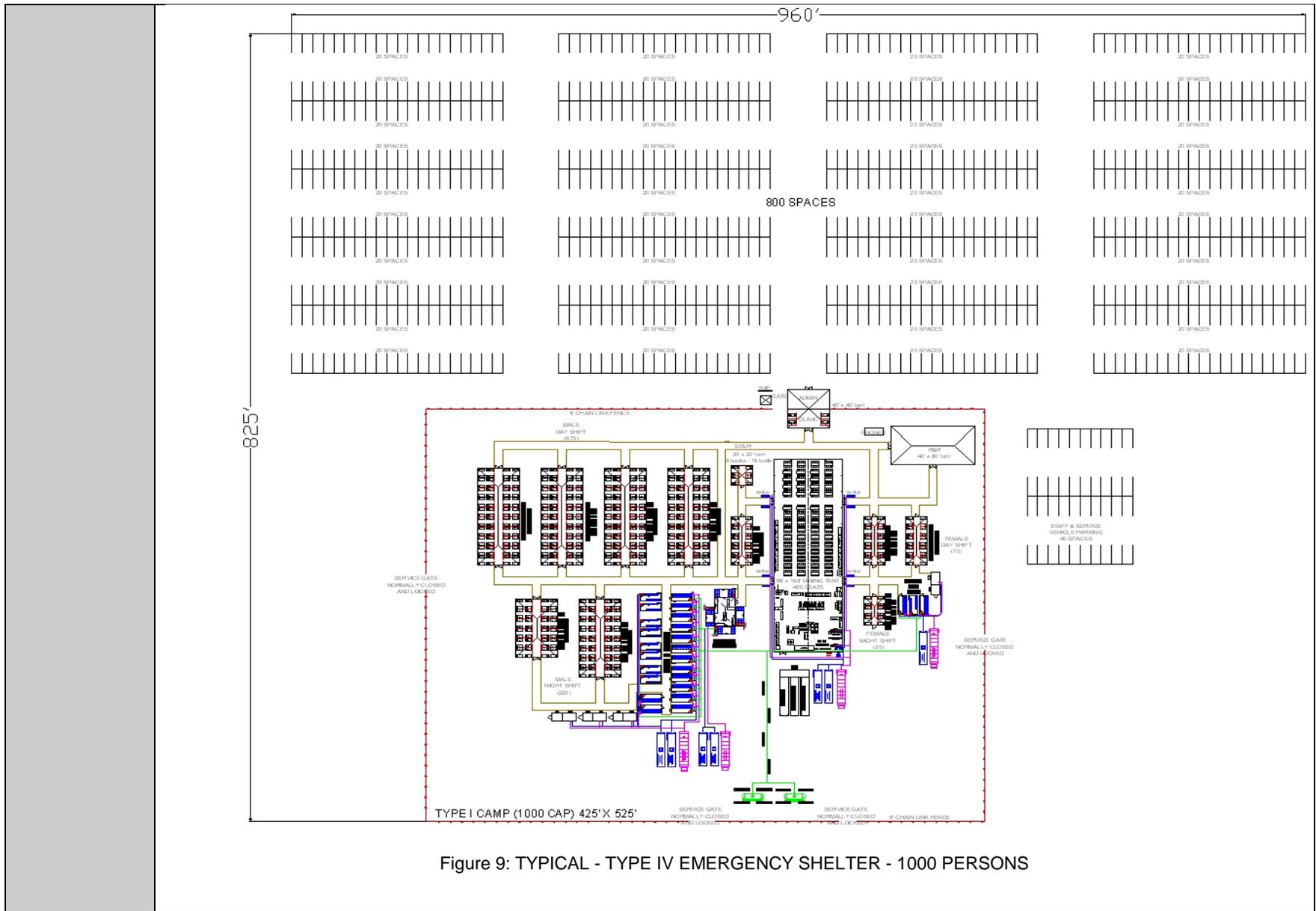
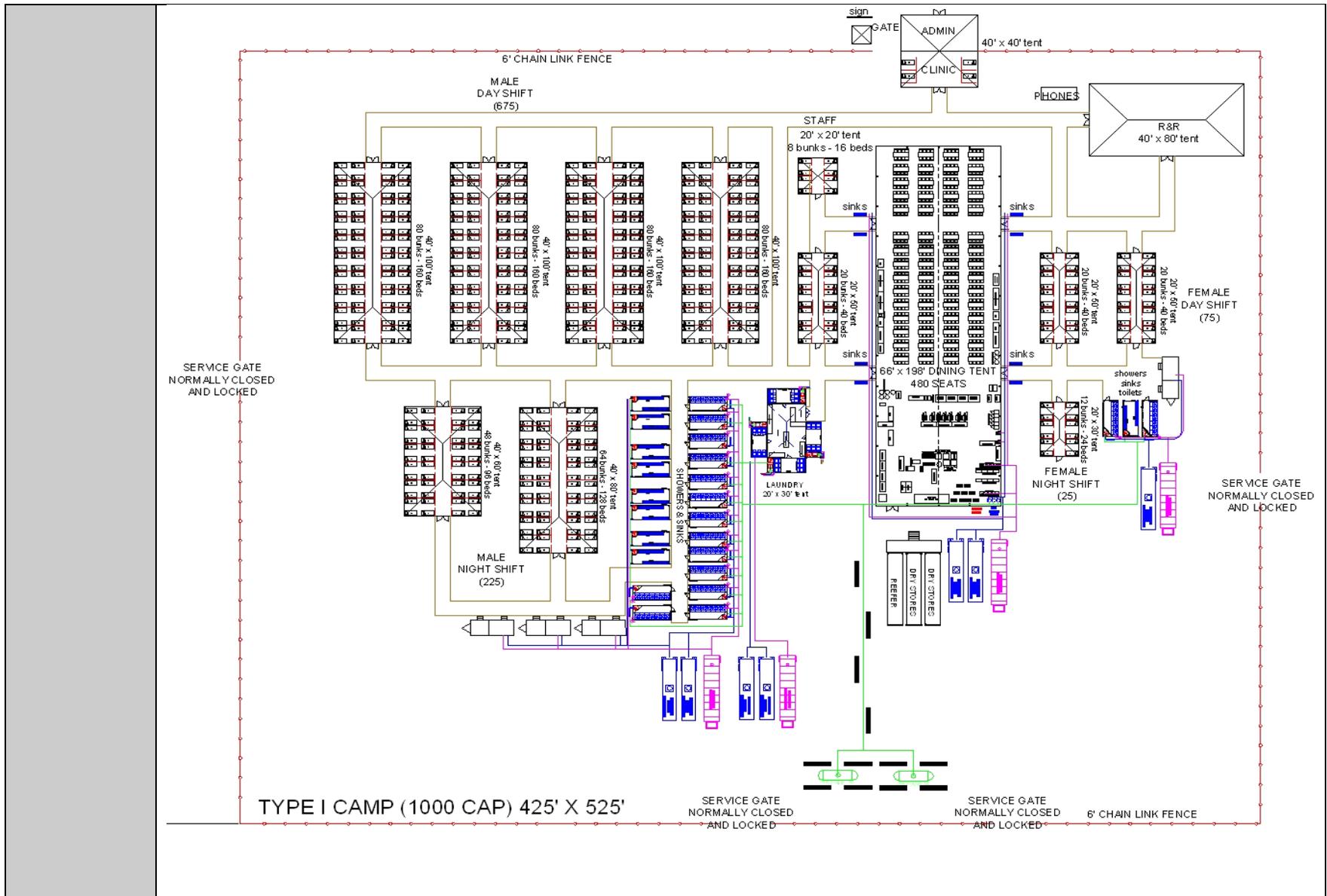


Figure 9: TYPICAL - TYPE IV EMERGENCY SHELTER - 1000 PERSONS



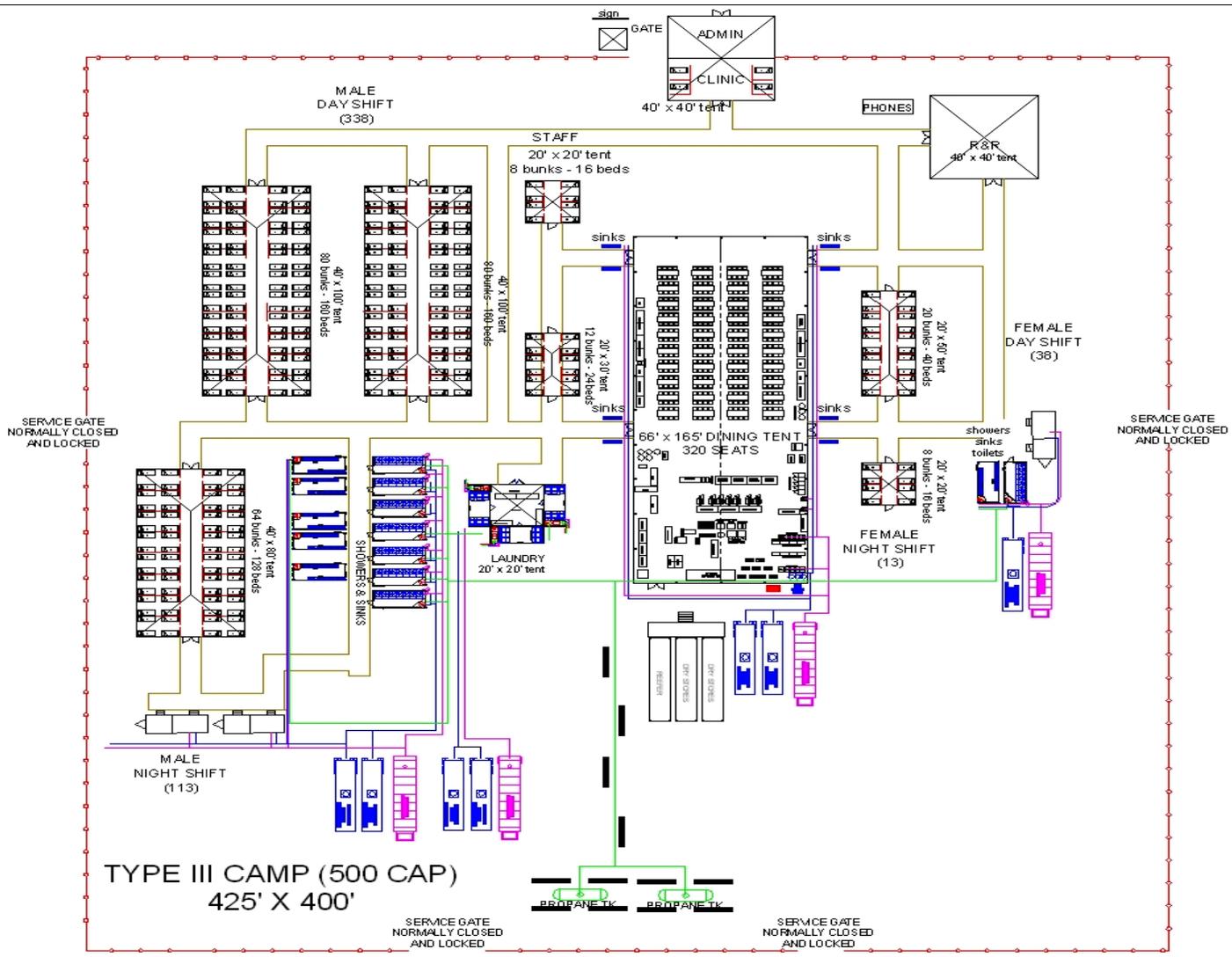


Figure 10: TYPICAL - TYPE V EMERGENCY SHELTER - 500 PERSONS

## **SANPACs (Sanitation Packages)**

In addition to SECTION 1 and SECTION 3, the following tasks, deliverables and financial consequences apply to **TYPED SUPPORT PACKAGES (Sanitation Packages)**:

### A. Tasks

A.1. SEE BID SHEET FOR SERVICING REQUIREMENTS FOR SANPAC TYPES.

### B. Deliverables

B.1. Servicing of Portable Toilets and Dumpsters

B.2. The Contractor will provide daily electronic updates for all sites that require servicing. Updates should include:

B.2.1. ship-to location,

B.2.2. mission number,

B.2.3. service begin date,

B.2.4. service update and service end date (if applicable) for all locations.

### C. Mission Updates

C.1. The Division / Authorized will provide electronic notification to move or demobilize equipment.

C.2. The Contractor will have 24 hours to move or demobilize equipment from the site / service location.

### D. Financial Consequences

D.1. If the Division determines that the performance of the Contractor is unsatisfactory, the Division will notify the Contractor in writing of the deficiency to be corrected, which correction shall be made within a time-frame specified by the Division. The Contractor shall, within the time specified in the contractual documents after notice from the Division, provide the Division with a written corrective action plan describing how the Contractor will address all issues of contract non-performance, unacceptable performance, and failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the Division, the Contractor will be assessed a non-performance retainage equivalent to 10% of the total invoice amount or as specified in the contractual documents. The retainage will be applied to the invoice for the then-current billing period. The retainage will be withheld until the Contractor resolves the deficiency. If the deficiency is subsequently resolved, the Contractor may bill the Division for the retained amount during the next billing period. If the Contractor is unable to resolve the deficiency, the funds retained may be forfeited at the end of the final invoice period.

D.2. In addition to D.1 If the Division determines that the servicing of portable toilets and / or dumpsters at a specific site does not meet the requirements set forth in section A and B the Division will notify the Contractor in writing of the deficiency to be corrected, which correction shall be made within a time-frame specified by the Division. The Contractor shall, within the time specified in the contractual documents after notice from the Division, provide the Division with a written

corrective action plan describing how the Contractor will address all issues of contract non-performance, unacceptable performance, and failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the Division, the Contractor will be assessed an additional a non-performance retainage equivalent to 30% for the individual service site / location. The retainage will be applied to the invoice for the service site / location. The retainage will be withheld until the Contractor resolves the deficiency. If the deficiency is subsequently resolved, the Contractor may bill the Division for the retained amount during the next billing period. If the Contractor is unable to resolve the deficiency, the funds retained may be forfeited at the end of the final invoice period.

- D.3.If the Division determines that the servicing of portable toilets and / or dumpsters at a specific site does not meet the requirements set forth in section A and B AND If the Contractor is unable to resolve the deficiency, a separate Contractor will be utilized and the Primary Contractor will be responsible for the cost to the Division / Customer to remedy the deficiency.

## **MOBILE MEDICAL UNITS**

In addition to **SECTION 1**, the following tasks, deliverables and financial consequences apply to **MOBILE MEDICAL UNITS**:

### **A. Tasks**

- A.1. Unless otherwise agreed upon at the time of the lease, the Division / Customer shall be responsible for costs associated with fuel when not provided by the State.
- A.2. Tire replacement, if needed, will be arranged through the Contractor.
- A.3. The Contractor shall make available to the Division / Customer an Operations and Maintenance Manual and maintenance schedule for each rental unit at the time of delivery upon request.

### **B. Deliverables**

- B.1. Mobile Medical Units are to begin mobilization within 12 hours of order.
- B.2. Mobile Medical Units shall be in good to excellent working condition.
- B.3. All Mobile Medical Units (and all equipment within each unit) will be delivered "ready for use" to the Division / Customer. Any equipment arriving in an unprepped condition will NOT be included in the invoice billing period until the contractor can demonstrate it is ready for operation.
- B.4. Final maintenance on Mobile Medical Unit equipment WILL be LINE ITEMIZED included in the lease by the Contractor and agreed to by the Division / Customer. Maintenance and decontamination will be conducted by, or contracted for by the Contractor. Prices for these services will be quoted on the front end of a quote request and line itemized on the final invoice.
- B.5. Upon demobilization the Contractor shall:
- B.5.1. confirm and document completion of all missions.
- B.5.2. perform routine and final inspections of all equipment and submit final cost accounting.

C. Financial Consequences

C.1.If the Division determines that the performance of the Contractor is unsatisfactory, the Division will notify the Contractor in writing of the deficiency to be corrected, which correction shall be made within a time-frame specified by the Division. The Contractor shall, within the time specified in the contractual documents after notice from the Division, provide the Division with a written corrective action plan describing how the Contractor will address all issues of contract non-performance, unacceptable performance, and failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the Division, the Contractor will be assessed a non-performance retainage equivalent to 10% of the total invoice amount or as specified in the contractual documents. The retainage will be applied to the invoice for the then-current billing period. The retainage will be withheld until the Contractor resolves the deficiency. If the deficiency is subsequently resolved, the Contractor may bill the Division for the retained amount during the next billing period. If the Contractor is unable to resolve the deficiency, the funds retained may be forfeited at the end of final invoice period.

**TYPED SUPPORT PACKAGES (LSA, POD, COOLING, MOBILE DRC, MOBILE KITCHEN, WAREHOUSE and SITE PREPARATION)**

In addition to **SECTION 1**, the following tasks, deliverables and financial consequences apply to **TYPED SUPPORT PACKAGES**:

A. Tasks

- A.1. Not all sites may be "installation ready". As such, the Contractor should be prepared to provide optional reasonable land clearing and/or installation of temporary crushed gravel base between 2-4" as required on a site. Note that all gravel must be removed upon demobilization of the site.
- A.2. In some instances, the Contractor should be prepared to install optional temporary chain link fence with all necessary access gates. Fencing also must be removed upon demobilization of the site.
- A.3. The Contractor will partially demobilize sites or assets based on mission requirements. The State will notify in writing, 72 hours prior to the need to demobilize or cancel services.

B. Specialized Personnel

B.1. In addition, the Contractor will provide when requested:

- B.1.1. specialists in emergency generating and electrical ground power and distribution systems.
- B.1.2. specialists in emergency pumping, flood fighting and hydrology.
- B.1.3. specialists in selecting and establishing emergency sites to include site prep, grading, soil evaluation and engineering, flood management, lying of both above and belowground emergency utilities.

- C. Deliverables
  - C.1. Support Packages are to begin mobilization within 12 hours of order.
  - C.2. Equipment within a Support Package will be delivered "ready for use" to the Division / Customer. Any equipment arriving in an unprepped condition will NOT be included in the invoice billing period until the contractor can demonstrate it is ready for operation.
  - C.3. Final maintenance on all equipment WILL be LINE ITEMIZED included in the lease by the Contractor and agreed to by the Division / Customer. Maintenance and decontamination will be conducted by or contracted for by the Contractor. Prices for these services will be quoted on the front end of a quote request and line itemized on the final invoice.
  - C.4. Upon demobilization the Contractor shall:
    - C.4.1. confirm and document completion of all missions.
    - C.4.2. perform routine and final inspections of all equipment and submit final cost accounting.
- D. Financial Consequences
  - D.1. If the Division determines that the performance of the Contractor is unsatisfactory, the Division will notify the Contractor in writing of the deficiency to be corrected, which correction shall be made within a time-frame specified by the Division. The Contractor shall, within the time specified in the contractual documents after notice from the Division, provide the Division with a written corrective action plan describing how the Contractor will address all issues of contract non-performance, unacceptable performance, and failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the Division, the Contractor will be assessed a non-performance retainage equivalent to 10% of the total invoice amount or as specified in the contractual documents. The retainage will be applied to the invoice for the then-current billing period. The retainage will be withheld until the Contractor resolves the deficiency. If the deficiency is subsequently resolved, the Contractor may bill the Division for the retained amount during the next billing period. If the Contractor is unable to resolve the deficiency, the funds retained may be forfeited at the end of final invoice period.

**PRIME POWER – Individual; PUMPS – Individual; MATERIAL HANDLING EQUIPMENT (MHE) – Individual; HEAVY EQUIPMENT**

In addition to **SECTION 1**, the following apply to **PRIME POWER – Individual; PUMPS – Individual; MATERIAL HANDLING EQUIPMENT (MHE) – Individual; HEAVY EQUIPMENT**:

- A. These resources are priced for single units also located in typed Response Packages above. Resources will be requested on a mission-specific basis as needed. The tasks, deliverables and financial consequences found in typed Response Packages apply to these resources.

## PERSONNEL

On occasion, staff augmentation is required for specific disaster response functions. Personnel will be requested on a mission-specific basis as needed. Where national standards apply to a position, the contracted personnel should possess the proper certification(s) and/or credential(s).

## SUPPLIES MASS CARE

In addition to **SECTION 1**, the following tasks, deliverables and financial consequences apply to **SUPPLIES MASS CARE**:

- A. *Refer to FUNCTIONAL NEEDS SUPPORT SERVICES PRODUCT SPECIFICATIONS Table below for specifications and requirements.*
- B. Tasks
  - B.1. Resources will be requested on a mission-specific basis as needed.
  - B.2. No additional tasks in addition to Section 1 (above) are required for this section.
- C. Deliverables
  - C.1. No additional deliverables (in addition to Section 1 (above)) are required for this section.
- D. Financial Consequences
  - D.1. If the Division determines that the performance of the Contractor is unsatisfactory, the Division will notify the Contractor in writing of the deficiency to be corrected, which correction shall be made within a time-frame specified by the Division. The Contractor shall, within the time specified in the contractual documents after notice from the Division, provide the Division with a written corrective action plan describing how the Contractor will address all issues of contract non-performance, unacceptable performance, and failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the Division, the Contractor will be assessed a non-performance retainage equivalent to 10% of the total invoice amount or as specified in the contractual documents. The retainage will be applied to the invoice for the then-current billing period. The retainage will be withheld until the Contractor resolves the deficiency. If the deficiency is subsequently resolved, the Contractor may bill the Division for the retained amount during the next billing period. If the Contractor is unable to resolve the deficiency, the funds retained may be forfeited at the end of final invoice period.

## FUNCTIONAL NEEDS SUPPORT SERVICES PRODUCT SPECIFICATIONS

- 1. Accessible Shelter / Medical Special Needs folding cot to include:**
  - a. Black or Dark Green Ballistic 1680d nylon fabric (or equivalent) with Cordura water repellent coated DWR cot fabric, folded and riveted to frame.
  - b. 1" Mattress pad
  - c. IV Pole
  - d. Side Rails
  - e. Trendelenburg Positioning
  - f. 18"H x 35"W x 81"L
  - g. Weight Capacity: 400lbs
  - h. Cot weight maximum: 35lbs  
(NOT an ambulance gurney or hospital bed)
- 2. Bedding Kit to include:**
  - a. 1 each - 74" x 63" +/-, Poly/Wool Blend Blanket
  - b. 1 set - 54" x 90", T-180 Percale, 50/50 Cotton/Poly Blend Flat Cot Sheets
  - c. 1 each - Cotton full size (standard) Pillow Case (Must match pillow #4 below)  
Components packed in a nylon mesh laundry bag
- 3. Cot Mattress Cover:**

Vinyl Plastic, Elastic Edge (Fitted), Waterproof, Disposable
- 4. Pillow:**

Hypoallergenic, Standard Size 20" x 28", 300 Thread Count
- 5. Towels:**

Disposable, 24" x 50" Disposable Paper Woven Towels
- 6. Adult Hygiene "Comfort" Uni Sex Kit to include:**
  - a. 1 each – Comb (Plastic)
  - b. 1 each - Shampoo, 3 oz.
  - c. 1 each – Soap (Bar or Liquid Body Wash)
  - d. 1 each - Wash Cloth (Cotton)
  - e. 1 each – Razor (Disposable)
  - f. 1 each - Shave Gel, 3 oz.
  - g. 1 each - Lotion, 3 oz.
  - h. 1 each - Toothbrush, (Adult, Medium)
  - i. 1 each - Toothpaste, 3 oz.
  - j. 1 each - Tissue Packet
  - k. 1 each - Draw String Poly Bag NO AGENCY LOGO – GRAPHICS TO BE "ADULT HYGIENE KIT"
- 7. Children's Hygiene "Comfort" Uni Sex Kit to include:**
  - a. 1 each - Toothbrush
  - b. 1 each – Toothpaste, 3 oz.
  - c. 1 each – Soap (Bar or Liquid Body Wash)
  - d. 1 each - Shampoo, 3 oz.

- e. 1 each – Comb (Plastic)
- f. 1 each – Washcloth (Cotton)
- g. Crayons and Coloring Book
- h. Pencil and Sharpener
- i. 1 each - Draw String Poly Bag NO AGENCY LOGO – GRAPHICS TO BE “ADULT HYGIENE KIT”

**8. Pre-Moistened Body Wash Towels (8/pack)**

- a. 8 Heavy Duty Cloths per Package
- b. Case shall include 44 packages per case

**9. Clean – Up Kit to include:**

- a. 1 each - 14 Quart Utility Bucket with bail and pour spout
- b. 4 each - 55 Gallon Trash Bags (1.2 – 1.6 MIL)
- c. 1 Pair of Nitrile Gloves
- d. 1 each – 1Qt Bottles of Chlorine Bleach
- e. 1 each – Sponge (APX 5”x8”x1”)
- f. 1 each – 8” Scrub Brush
- g. 2 each - Telescoping Handles for mop and broom
- h. 1 each - Large Mop Head
- i. 1 each - Broom Head
- j. 1 each - 18” Garage Broom
- k. 1 each - 19” Squeegee

**10. American Red Cross DHS Approved Shelter Nursing Kits to include:**

<p><b>36" Rolling Duffel, Red, with two large outer pockets - 36" x 17" x 14" with handles and shoulder strap.</b></p> <p><i>All items must be packed into these bags by supplier.</i></p> <p><i>Do not provide loose products.</i></p>	<b>1 KIT</b>
<b>PRODUCTS</b>	
Digit Pak	1 each
Kid's Wound Pak	2 each
Insect Sting Pak	1 each
Wound Pak	6 each
Wound Pak Plus	2 each
Nose/Mouth Pak	1 each
Burn Pak	1 each
Optic Pak	1 each

Bio-Spill Cleanup Pak	2 each
PPE Pak - Small	1 each
PPE Pak - Medium	1 each
PPE Pak - Large	1 each
CPR Pocket Masks	2 each
<b>MEDICAL SUPPLIES</b>	
Elastic Bandages, 2"	2 each
Elastic Bandages, 4"	2 each
Drape Sheets, Paper 2/pkg	1 pkg
Cotton tipped Applicators, Wooden, 6" 100/bg	1 bag
Cotton Balls 100/bag	1 bag
Tongue Depressors 10/pkg	1 pkg
Oral Syringes	2 each
Pediatric Individual Liquid Dosage Spoons	2 each
Sanitary Pads	1 pkg
Tampons	1 box
Plastic Cups (3 oz size) 100/sleeve	1 sleeve
Latex-Free Exam Gloves, Medium, PF	1 box
Latex-Free Exam Gloves, XLarge, PF	1 box
Cold Packs, Instant	5 each
Hot Packs, Instant	5 each
Instant Glucose, Tube	2 tubes
Adhesive bandages, assorted 90 - 100ct	2 box
Hypo-allergenic Tape 1"	2 rolls
Large Adult Sphygmomanometer – Complete, manual	1 each
Adult Cuff Only	1 each
Child Cuff Only	1 each

Stethoscopes, Nurses, Dual Bell, Diagnostic	2 each
EMS Trainer Bag with detachable belt pack with reflector tape	1 each
Bandage scissors	1 each
Ring Cutter	1 each
Tweezers, fine pointed end	1 each
Digital Ear Thermometer	1 each
Disposable Ear Thermometers Covers	1 box
Oral Thermometer (digital)	1 each
Oral Thermometer Sheaths	1 box
Mask/Eye shield Combination 5/ pkg	1 pkg
Baby Bottles Plastic with Nipples	2 each
Diapers, Adult, Small 12/pkg	1 pkg
Diapers, Adult, Large 12/pkg	1 pkg
Bulb Syringe	1 each
Emesis Bags 3ea/pkg	1 pkg
Paper Towels	1 roll
Alcohol, 16 oz.	1 bottle
Sharps Container - 3 quart	1 each
Flashlight with Batteries	1 each
<b>OTC MEDICATIONS</b>	
Antacid Tablets, chewable, 500 count	1 bottle
Acetaminophen 500mg, 100 Count	1 box
Aspirin 325mg (adult), 100 Count	1 bottle
Ibuprofen 200mg , 100 Count	1 bottle
Sore throat Lozenges, 100 count	1 pkg
Calamine Lotion, Bottle, 4 oz.	1 bottle
Hydrocortisone Cream, Tube	1 tube

Diphenhydramine (Benadryl) 25mg, Lotion	1 pkg
Anti-diarrheal-Loperamide Hydrochloride 2mg	1 pkg
Saline Solution, Bottle, 250 ML	1 bottle
Cough Syrup – Adult, 4 oz.	1 bottle
Triple Antibiotic Ointment with pain reliever (50/pkg individual, if available)	1 pkg
Cough Drops, 100 count	1 pkg
Antihistamine, – Adult, brompheniramine or chlorpheniramine, 24-count	1 box
Decongestant, - Adult, 24-count	1 box
Isotonic Eye Irrigation 40oz bottle	2 bottles
Dermoplast topical Pain Relieving Spray	1 can
<b>CHILDREN MEDICAL SUPPLIES</b>	
Acetaminophen Elixir Conc Drops 80mg/.8ml	2 bottles
Ibuprofen (Children's)	2 bottles
Diphenhydramine Syrup Antihistamine 12.5mg/5ml	2 bottles
Cough Syrup	2 bottles

## **VEHICLES and TRANSPORTATION**

In addition to **SECTION 1**, the following tasks, deliverables and financial consequences apply to **VEHICLES AND TRANSPORTATION**:

### **A. Tasks**

#### **A.1. Personnel**

A.1.1. Contractor must provide upon request by the State, authorized company personnel at the State Emergency Operations Center, Tallahassee, FL, State Logistics Response Center, Orlando, FL or other point designated, as well as at multiple State Logistics Staging Areas (truck staging, airport, seaport or rail head) to be designated at the time of the event.

A.1.2. Personnel at each location shall be responsible for the oversight and management of the transportation mission as tasked to include real-time documentation, real-time asset tracking reports, participation in logistics planning meetings, dispatch services, driver relations and other

representation.

A.2. Real Time Asset Visibility

A.2.1. Contractor will provide real time or near real time asset visibility on all loads upon request.

B. Deliverables

B.1. The contractor shall report on the status of performance under delivery orders in accordance with the following paragraphs utilizing the Internet-based State Emergency Response Team (SERT) Incident Management Application. Reports shall include the following information:

B.1.1. contract number,

B.1.2. purchase order number,

B.1.3. date of issue,

B.1.4. quantity of products ordered,

B.1.5. required delivery or performance dates,

B.1.6. names and addresses of products suppliers,

B.1.7. quantity of products to be provided from each supplier,

B.1.8. names and addresses of transportation companies,

B.1.9. carrier names and identification number for each method of transportation that will transport products from suppliers to specified delivery sites, airports and seaports,

B.1.10. quantity of products being transported by each truck, airplane, and ship; details of each truckload to include drivers name, cell phone number, truck number, trailer number, and satellite tracking transponder number,

B.1.11. estimated and actual dates and times of all deliveries, total quantity delivered, and any other information required by the customer.

C. Day Calculations, Timely Delivery and Start of Service

C.1. A day is calculated on a 24-hour basis, starting at 12:00 AM and ending at 11:59 PM local time at the destination site. The calculation begins when the delivery truck departs from the loading dock where it picked up the products and ends when the products are off-loaded and the drivers are released by the responsible party representative at the final destination.

C.2. Deliveries and starts of service will be considered timely if made at the specified delivery site within 2 hours before or after the time specified for delivery in the delivery order.

C.3. Late Deliveries and Starts of Service

C.3.1. In the event of delivery or start of service after the time period specified for timely delivery, the government, at its sole discretion, may allow such a delivery or start of service.

D. Communication with Ground Transportation Assets

D.1. Contractor must have the ability to track and communicate with truck drivers at all times regardless of disaster situations.

D.2.As a minimum, all truck drivers shall have cellular telephone or other voice or data communication equipment sufficient to enable the contractor immediate contact with the driver at all times during transport.

E. Movement Coordination Center (MCC) Requirements

E.1.The Division / Customer or their designee will coordinate movement of all transportation assets and their cargo into disaster locations.

E.2.The contractor is required, in concert with the contracting/ordering officer's representative (COR), to perform advanced coordination with the MCC for all shipments into disaster locations.

E.3.The MCC will either approve schedules for such shipments or provide alternate shipment delivery times/dates as well as different delivery locations, such as airports and seaports, in the disaster locations.

E.4.Any change made by the MCC that delays shipments will be taken into consideration by the Contracting Officer when determining whether or not the contractor has complied with the delivery time requirements for affected delivery orders.

F. Additional Ground Mileage

F.1.It is anticipated that deliveries may be required to locations in addition to the delivery sites specified in delivery orders for deliveries within the disaster areas, and in addition to the airport, seaport or rail head delivery sites specified.

F.2.Additional or alternate delivery sites will be identified in delivery orders for initial deliveries to airport and seaport delivery sites, if known at the time of issuance.

F.3.Additional ground mileage for deliveries to any additional delivery sites will be paid for only on the basis of the mileage traveled between the original delivery site and the additional delivery sites.

F.4.The price per mile shall be paid for each truckload of at least a half truckload, if delivery is by other than a standard truckload.

F.5.The price per mile shall be paid for each truckload of at least a half truckload, if delivery is by other than a standard truckload.

F.6.No per diem or other costs will be paid separately for additional ground mileage.

F.7.Time spent by the contractor performing additional ground mileage is not included in standby time.

G. Standby Time Documentation

G.1. If the contractor stands by at the direction of the ordering officer for more than four hours, at one or more delivery site, when making delivery of a full truckload of resources, then the contractor shall be entitled to a maximum of ten hours per calendar day of standby time after the first four hours.

G.2. No other payment will be made for standby time. The contractor shall document its entitlement to standby time by having its delivery personnel register arrival and departure with the government's on-site representative.

H. These records will be used to determine the amount of standby time:

H.1.The amount, if any, to be paid will be determined by rounding the elapsed time

to the nearest hour. Delays in unloading caused by the contractor are not included in standby time.

I. Dry and refrigerated storage trailers

I.1. Standards for Dry and Refrigerated Storage Trailers:

I.1.1. When specified in a delivery order, the contractor shall provide dry or refrigerated storage trailers at sites designated by the delivery order.

I.1.2. This requirement will be ordered as a daily rate, with a minimum of 5 days per order.

I.1.3. The contracting/ordering officer will notify the contractor at least 24-hours in advance of required pick-up date and time.

J. Documentation of Dry and Refrigerated Storage Trailers

J.1. The Contractor shall ensure that documentation of delivery and pick-up of each dry storage trailer is properly presented to the government and that government acknowledgement is obtained.

J.2. The contractor shall be responsible for ensuring that every delivery and pick-up of dry storage trailers has all required documentation.

J.3. Delivery and pick-up shall be considered made when the contractor has obtained acknowledgement of the date and time of the arrival or departure at the delivery site by the on-site government representative.

K. Payment for Dry and Refrigerated Storage Trailers

K.1. The contractor shall be paid for each day, or portion of a day, of dry or refrigerated storage trailer usage in accordance with the pricing that is in effect at the time of issuance of each delivery order.

K.2. One day will be 24 continuous hours beginning at the date and time of the Start of Service.

K.3. The number of days/quantity will be determined for the period between the start of service (date in and time in), and the required pick-up date and time, or the end of service (date out and time out), whichever occurs first.

K.4. Invoices submitted for payment shall include copies of Information forms that support the number of days of dry storage trailer usage for which payment is being requested.

L. Drayage

L.1. When specified in a delivery order, the contractor shall provide tractor power units, with fifth wheel, and drivers for 24 hours of service.

L.2. The tractors and drivers shall move dry storage trailers as directed by the ordering officer.

L.3. Service shall be on a 7 day-per-week and 24 hour-per-day basis.

M. Documentation of Drayage

M.1. The contractor shall assure that the start of service and end of service for drayage is properly presented to the government and that government acknowledgement of every start of service and end of service is obtained.

M.2. The contractor shall be responsible for assuring that start of service and end of service has all required documentation. Start of service and end of service shall be considered made when the contractor has obtained acknowledgement of the date and time of the arrival or departure at the delivery site by the on-site government representative.

N. Payment for Drayage

N.1. The contractor shall be paid for each day, or portion of a day, of providing drayage in accordance with the pricing that is in effect at the time of issuance of each delivery order.

O. Invoices submitted for payment shall include copies of all fully executed drayage information forms that support the number of days of providing drayage for which payment is being requested.

P. Fuels

P.1. Normal Operations

P.1.1. Under normal terms of this contract, the contractor shall be responsible for the fueling of all transportation systems. Such fuels shall be included in the contract costs as invoiced. This shall extend to all sub-contractors, corporate fleet operators and independent owner-operators.

Q. Emergency Fuel Shortages

Q.1. In the event of a fuel shortage within an emergency area, the State may exercise its option with the contractor to provide fuels at the State's expense under a separate emergency fuels contract. If so agreed upon and documented in writing by the State and contractor, the contractor shall deduct all fuel related charges from invoices submitted for those transportation assets provided such fuels. All taxes must be paid by the carrier (I.e. International Fuel Agreement Tax, Excise Tax). Such fuels may include #1 diesel, #2 diesel, unleaded 87% octane gasoline, aviation fuels, or propane. Each driver shall be required to sign for fuels at designated locations established by the State under the State's terms and conditions. These lists will be cross checked against all invoices submitted for payment by the State. These refueling services may only be extended in certain areas where fuel shortages exist, and not include the entire affected areas.

R. Reimbursement.

R.1. At no time shall the State, local or federal government be responsible for any form of fuel reimbursement to a contractor, sub-contractor, owner-operator, corporate fleet operator or any other entity when commercial fuels are available. The State also does not guarantee refueling of tractors or refrigerated trailers in the field, outside of established State Logistics Staging Areas or other official State designated emergency refueling points, unless prior arrangements are made at the time of the event between the State and the contractor.

S. Refrigerated Trailers

S.1. The State shall provide #1 diesel fuel at the State's expense, at established State Logistics Staging or Mobilization Areas only for refrigerated trailers remaining on site for more than 12-hours. The State will not guarantee refueling of tractors or

refrigerated trailers in the field, outside of established State Logistics Staging Areas, unless prior arrangements are made at the time of the event between the State and the contractor.

#### T. Leased Refrigerated Trailers

T.1. When the State leases refrigerated trailers only; the State shall be responsible only for refueling services of such trailers. Maintenance issues remain the responsibility of the contractor with costs included in the contract terms. The contractor shall be responsible for repairing or replacing defective or non-functioning refrigerated trailer in the field within 12-hours of notification by the State.

#### U. Fuel Surcharge

U.1. A fuel surcharge may be applied by the Contractor when the cost of fuel exceeds a negotiated trigger point. When determining whether a surcharge will be acceptable, the contractor will use the average on-highway (No. 2 low sulfur) diesel fuel price obtained from the US Energy Information Administration's weekly gasoline and diesel fuel report for the Lower Atlantic Region. The weekly report to be used will contain the date which the delivery order is issued to the contractor. For disasters events lasting longer than 30 days, the customer may authorize a recalculation of the surcharge, under a separate purchase order. When the cost of No. 2 low sulfur diesel fuel, as measured above, exceeds the negotiated trigger point, the contractor may apply a fuel surcharge as calculated by the following method.

U.2. The total distance for the route will be calculated using the shortest routing method.

U.3. The total mileage is then divided by the average MPG for the trucks hauling the freight to determine number of gallons used.

U.4. The trigger point (base rate) is subtracted from the average fuel cost within the appropriate delivery region as indicated above, to determine the cost in excess of trigger.

U.5. The number of gallons used is then multiplied by the cost in excess of trigger to determine the fuel surcharge rate for a specific load.

#### V. State provided support services

V.1. In the event of an emergency and local support services are not available within 50 miles of the State Logistics Staging Area work location, or the State determines it is in the best interest of the relief operation to do so; the State may exercise its options to establish separate contractual services for food services, showers and restrooms. These services will then be extended to truck drivers working from this location. Truck drivers will be expected to sleep in their sleeper units.

V.2. If services are so provided, the contractor shall deduct any per-diem charges related to those drivers provided such services from invoices submitted.

V.3. No guarantee can be extended by the State that such services will also be provided for drivers by county or municipal governments. As such, every driver

must be prepared to support themselves on-site for a minimum of 5-days to include food, water and sanitation services.

W. Safety and Health Program

W.1. The Contractor is required to develop, implement, and maintain a safety and health program covering all activities under this contract that complies with Occupational Safety and Health Administration (OSHA) standards.

X. Financial Consequences:

X.1.If the Division determines that the performance of the Contractor is unsatisfactory, the Division will notify the Contractor in writing of the deficiency to be corrected, which correction shall be made within a time-frame specified by the Division. The Contractor shall, within the time specified in the contractual documents after notice from the Division, provide the Division with a written corrective action plan describing how the Contractor will address all issues of contract non-performance, unacceptable performance, and failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the Division, the Contractor will be assessed a non-performance retainage equivalent to 10% of the total invoice amount or as specified in the contractual documents. The retainage will be applied to the invoice for the then-current billing period. The retainage will be withheld until the Contractor resolves the deficiency. If the deficiency is subsequently resolved, the Contractor may bill the Division for the retained amount during the next billing period. If the Contractor is unable to resolve the deficiency, the funds retained may be forfeited at the end of the final invoice period.

## **ENVIRONMENTAL CONTROL**

In addition to **SECTION 1**, the following tasks, deliverables and financial consequences apply to **ENVIRONMENTAL CONTROL**:

A. These resources are priced for single units also located in typed Response Packages above. Resources will be requested on a mission-specific basis as needed. The tasks, deliverables and financial consequences found in typed Response Packages apply to these resources.

## **TEMPORARY STRUCTURES - Individual**

In addition to **SECTION 1**, the following tasks, deliverables and financial consequences apply to **TEMPORARY STRUCTURES - Individual**:

A. Tasks

A.1. Tire replacement, if needed, will be arranged through the Contractor.

A.2. The Contractor shall make available to the Division / Customer an Operations and Maintenance Manual and maintenance schedule for each rental unit at the time of delivery upon request.

B. Deliverables

- B.1. Temporary Structures are to begin mobilization within 12 hours of order.
- B.2. Temporary Structures shall be in good to excellent working condition.
- B.3. All Temporary Structures will be delivered "ready for use" to the Division / Customer. Any equipment arriving in an unprepped condition will NOT be included in the invoice billing period until the contractor can demonstrate it is ready for operation.
- B.4. Final maintenance on all Temporary Structures WILL be LINE ITEMIZED included in the lease by the Contractor and agreed to by the Division / Customer. Maintenance and decontamination will be conducted by or contracted for by the Contractor. Prices for these services will be quoted on the front end of a quote request and line itemized on the final invoice.
- B.5. Upon demobilization the Contractor shall:
  - B.5.1. confirm and document completion of all missions.
  - B.5.2. perform routine and final inspections of all equipment and submit final cost accounting.
- C. Financial Consequences
  - C.1. If the Division determines that the performance of the Contractor is unsatisfactory, the Division will notify the Contractor in writing of the deficiency to be corrected, which correction shall be made within a time-frame specified by the Division. The Contractor shall, within the time specified in the contractual documents after notice from the Division, provide the Division with a written corrective action plan describing how the Contractor will address all issues of contract non-performance, unacceptable performance, and failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the Division, the Contractor will be assessed a non-performance retainage equivalent to 10% of the total invoice amount or as specified in the contractual documents. The retainage will be applied to the invoice for the then-current billing period. The retainage will be withheld until the Contractor resolves the deficiency. If the deficiency is subsequently resolved, the Contractor may bill the Division for the retained amount during the next billing period. If the Contractor is unable to resolve the deficiency, the funds retained may be forfeited at the end of final invoice period.

## **SUPPORT EQUIPMENT**

In addition to **SECTION 1**, the following tasks, deliverables and financial consequences apply to **SUPPORT EQUIPMENT**:

- A. These resources are priced for single units also located in typed Response Packages above. Resources will be requested on a mission-specific basis as needed. The tasks, deliverables and financial consequences found in typed Response Packages apply to these resources.

## **TARPS**

In addition to **SECTION 1**, the following tasks, deliverables and financial consequences apply to **TARPS**:

- A. These resources are priced for single units also located in typed Response Packages above. Resources will be requested on a mission-specific basis as needed. The tasks, deliverables and financial consequences found in typed Response Packages apply to these resources.

## **SHELF-STABLE MEALS**

In addition to **SECTION 1**, the following tasks, deliverables and financial consequences apply to **SHELF-STABLE MEALS**:

- A. Shelf stable meals for will be used for emergency mass distribution. Meal Kit packages must include single use, self-heating, nationally accepted methods. A three-meal, per person, per day package is offered consisting during mass distribution which consists of a breakfast, lunch, and dinner in one single waterproof package. These single “one-day per person” meal packages may be either bulk packed, or in cases not less than 24 per master case. This facilitates the ease of mass distribution to the general public. In emergency events, it is not practical to open small cases of either same, or variety meals for distribution to the public due to time and staffing constraints.
- B. The Division is NOT soliciting military Meals-Ready-To Eat (MRE’s). MRE’s are also not well suited for general public consumption due to high levels of sodium, calories, and proteins. Proposals of military MRE’s will not be considered.
- C. General Product Specifications (Deliverables)
  - C.1.Each meal contains a minimum of 1,020 calories.
  - C.2.Each case of 12 meals must contain six different menu varieties.
  - C.3.Each meal to include a minimum of an entree; a side item; dessert; snack; an accessory packet; and flameless ration heater (frh). Must be self-heating through one of several nationally acceptable non-toxic, single use methods. Individual full meal, nutritionally balanced/ self-heated non-perishable packaged.
  - C.4.Specifications based on a pack ready meals or equal commercial product.
  - C.5.Meals must be individually packaged and nutritionally balanced.
  - C.6 Freeze dried meals are not acceptable.
  - C.7.Meals must have a shelf life of a minimum of three years.
  - C.8.Meals must have the expiration/ best by date printed on case.
- D. Nutritional Considerations (Deliverables):
  - D.1.All meals must be nutritionally balanced.
  - D.2.Senior/Child meals must have lower sodium content than regular adult meals.
- E. Belief-Based Diets

- E.1. Meals should also include options for Halal. Meals should be certified Halal and meet Islamic Halal standards established by the Islamic Food and Nutrition Council of America (IFANCA).
- E.2. Meals should also include options for Kosher which are prepared under rabbinical supervision.
- F. Packaging (Deliverables):
  - F.1. Meal Kit Packaging must be durable and waterproof
  - F.2. Meal kits shall be packed into either master cases not less than 24 kits per case or bulk packed. All cases or bulk packaging must be durable, water resistant and be enclosed on all six sides. Each case or bulk pack shall be clearly marked with:
    - F.2.1. Sub and sub-packaging quantity (e.g. 96 each, 3-meal Adult Shelf Stable Meal Kits)
    - F.2.2. Stock and lot numbers
    - F.2.3. Date of manufacture
    - F.2.4. Expiration date
  - F.3. Master Packaging and palletizing:
    - F.3.1. Cases, boxes or master packs must be packed on a standard 3'x4' or 4'x4' wooden or plastic pallet
    - F.3.2. Pallets will not be stacked more than 5'6" high to include the pallet
    - F.3.3. All pallets shall be wrapped at least three times with STD pallet shrink-wrap.
    - F.3.4. All pallets shall be clearly marked with a placard indicating what the pallet contains (e.g. ADULT or SENIOR ADULT / CHILD MEALS).
      - F.3.4.1. Pallets shall contain only ONE master type (e.g. adult or senior adult/child), although variations in meals types within the master type is required.
- G. Financial Consequences
  - G.1. If the Division determines that the performance of the Contractor is unsatisfactory, the Division will notify the Contractor in writing of the deficiency to be corrected, which correction shall be made within a time-frame specified by the Division. The Contractor shall, within the time specified in the contractual documents after notice from the Division, provide the Division with a written corrective action plan describing how the Contractor will address all issues of contract non-performance, unacceptable performance, and failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the Division, the Contractor will be assessed a non-performance retainage equivalent to 10% of the total invoice amount or as specified in the contractual documents. The retainage will be applied to the invoice for the then-current billing period. The retainage will be withheld until the Contractor resolves the deficiency. If the deficiency is subsequently resolved, the Contractor may bill the Division for the retained amount during the next billing period. If the Contractor is unable to resolve the deficiency, the funds retained may be forfeited at the end of final invoice period.