



**Addendum #1
Questions and Answers
Request for Proposal RFP-DEM-18-19-033
Emergency Standby Material and Service Contracts**

Contained herein are the answers to the questions submitted to the Florida Division of Emergency Management (Division). The Division hereby amends RFP No.: RFP-DEM-18-19-033, as noted within this Addendum. In the event of a conflict between previously released information and the information contained herein, the information herein shall control. The information included in this addendum is now made part of this solicitation.

FAILURE TO FILE A PROTEST WITHIN THE TIME PRESCRIBED IN SECTION 120.57(3), FLORIDA STATUTES, OR FAILURE TO POST THE BOND OR OTHER SECURITY REQUIRED BY LAW WITHIN THE TIME ALLOWED FOR FILING A BOND SHALL CONSTITUTE A WAIVER OF PROCEEDINGS UNDER CHAPTER 120, FLORIDA STATUTES.

Any protest must be timely filed with the Division's Agency Clerk.

Please Note: This Addendum No. 1 does not need to be returned with the response but must be acknowledged using Form 6, Addendum Acknowledgement.

The Division has received the following questions from the vendor community and answers are provided in the following table:

#	Question	Answer
1	How many copies of our proposal are required? 6 or 7	1 original and 6 copies for a total of 7.
2	Can we submit a price proposal on a portion of the items listed in the proposal (Tabs 1-21)?	The solicitation contains both core (required) and non-core (not required) components. See section 1.3, page 3 of the RFP, which states, 'At a minimum, Respondents shall be able to provide all products, personnel and services highlighted in the yellow portions of all tabs of the Attachment B, Price Proposal. These items are

#	Question	Answer
		considered “core” items. Failure to provide a price in the yellow cells of each tab of the Price Proposal shall deem the vendors’ Price Proposal non-responsive.’
3	Florida Statutes Section 112.061 is very specific as to covered expenses. Please clarify the wording in the RFP stating travel expenses that will or must be “specifically authorized in writing”.	For a vendor to be reimbursed for per diem the rates quoted must conform with Section 112.061 and the Division’s written authorization is acceptance of the quote as documented by a Purchase Order with per diem as a line item.
4	MyFloridaMarketPlace currently states “Effective July 1, 2019, through June 30, 2020, transaction fees imposed for the use of MFMP are equal to seven-tenths of one percent (0.7%) of the payment issued.” RFP-DEM-18-19-033 states the transaction fee will be one percent (1.0%). Please clarify the percentage which will be applicable to the awarded contract.	Awarded vendors will be required to pay whatever transaction fee is in place and imposed by the Department of Management Services at the time of issuance of a State of Florida Purchase Order in MFMP for the use of the system.
5	MyFloridaMarketPlace currently states vendors are required to file a Transaction Fee Report every month. The RFP states the Transaction Fee is to be paid on a quarterly basis. Please clarify which will be applicable to the awarded contract.	Awarded vendors shall follow the Department of Management Services guidelines for reporting requirements related to MFMP.
6	Please clarify which background searches will be included in those referenced by the verbiage “background screen as determined by the Agency and conducted by the Florida Department of Law Enforcement or the Federal Bureau of Investigation.”	The Division retains the right to require fingerprints and/or background checks as needed. However, all employees, agents, representatives, and/or subcontractors of the Contractor should be able to successfully satisfy <i>Level 2 screening standards</i> as defined in Section 435.04, Florida Statutes.
7	Do we need to be able to fulfill absolutely every core requirement in order to be considered for this bid? *If there are some that we don’t feel we would be the best choice on, how do we opt out of those services without being disqualified from the entire bid?	Please refer to the answer to question 2.

#	Question	Answer
8	<p>If there are Core requirements that we don't feel we can compete in, do we leave the rate blank?</p> <p>*Do we put a high rate in and assume you won't pick us?</p> <p>*Do we put a Penny in as our rate and put 0 capacity available?</p>	Please refer to the answer to question 2.
9	Will we receive training on the SERT app and how to utilize it?	Training on the State's mission management application (WebEOC) will be provided by the Division to awarded vendors.
10	<p>The Travel and Lodging says that it's per the State's Travel Reimbursement Manual. Are we going to receive a copy of that in order to know the Reimbursement rates?</p> <p>*Do we need to file an expense report with Hotel Receipts for this?</p> <p>*Is airfare covered the same way?</p>	<p>The guidance for travel reimbursement is the State Reference Guide for Expenditures, available online from the Florida Dept. Of Financial Services at:</p> <p>https://www.myfloridacfo.com/Division/AA/Manuals/Auditing/Reference_Guide_For_State_Expenditures.pdf</p>
11	Please clarify is this surety bond AND letter irrevocable letter of credit in the amount of at least \$35 million. Or is it one or the other?	A successful respondent must provide either a surety bond or an irrevocable letter of credit, but not both.
12	This section states a surety bond of 35 mil needed with no mention of a substitute letter of credit, yet in the above question in section 3.5.9 pg 13 of RFP states option of irrevocable letter of credit as well. Can you please clarify which is accurate?	An irrevocable letter of credit is acceptable subject to the terms of Section 5.J. of the Contract Template 8.4.2019.
13	High voltage bulk FT, is this feet? How many each and how many feet for each?	The Unit of Measure is for Feet. Cost is per 100 feet for line 83.
14	Generator cable says FT, is this feet? How many each and how many feet for each?	The Unit of Measure is for Feet. Cost is per 100 feet for line 83.
15	These all indicate (1) as quantity and WK. Are you requesting just one each @ 1 week use or is this a price per week for each? If we are able to supply more than one each in quantity where do we indicate this?	Propose the cost per week for (1) one of each line item. Capability or quantity information may be indicated in notes, but is not required.

#	Question	Answer
16	Sleeping units, how many do these need to sleep? What type of bed size are you looking for? If we can provide multiple quantities where do we enter the quantities? The quantity cell is locked	Pricing for the Mobile Sleeping Units are based on the dimensions of (1) one unit. Capability or quantity information may be indicated in notes, but is not required.
17	Quantities all say 1. If we can supply multiples where do we indicate this?	If multiple quantities are available, they may be listed in the notes section. Types and Quantities will also be reviewed under section 2 (Quality and Reliability) of the Technical Proposal.
18	Upon award is there a % of contract payment to the contractor in order to guarantee the reserving or set aside of assets that would be needed in the event of an activation? With the list of requested services and equipment it would be very costly for contractor to set all of those assets aside for sole 24/7 access to FL when they would be needed considering they could be called upon at any time to take chance of these items possibly never being used in association with this contract.	No, there is no percentage of contract payment.
19	Do these packages encompass items from all tabs or do we still have to open and enter info into each yellow section of all tabs?	No, all tabs are separate. Each tab must be individually completed.
20	How can contractor prove delivery if the customer is not at the site?	Although the Contractor may attempt delivery, delivery shall be considered made when the Contractor has obtained written acknowledgement of the date and time of the arrival.
21	How can the contractor get customer acknowledgment if the customer is not on site?	Please refer to the answer to question 20.
22	Upon activation, the contractor arrives to the given site but the site is not suitable and requires site prep, when does the "clock" start with relationship to the operational 96 hour requirement?	Timeframes (reflected in the price sheet) begin from point of written notification. However, if a site is unsuitable, the Contractor shall notify the Division/Customer immediately to discuss.
23	Is the State willing to pay a retainer fee for the readiness status?	No.

#	Question	Answer
24	Can you please clarify the requirement?	The Contractor will be responsible for providing all other non-sworn security personnel on-site for purposes of patrol, maintaining order, access control (<u>to include securing Contractor-owned equipment</u>), and coordinating with sworn law enforcement on security issues.
25	Is there a size requirement for this structure?	See "Medical Clinic" specifications on page 21, Scope of Work.
26	Are these items to be sold to the residents of the camp or provided for free?	These items should be provided to the residents, <i>upon request</i> for free.
27	There is no place to record the costs of these Options on the price sheets, will this be added?	No. Pricing should be for "Option 1", a "bare base" with no water, sewer, or power on site. Contractor must anticipate providing for all necessary infrastructures to support the camp.
28	What equipment is being referenced here?	Please refer to the answer to question 24.
29	Is it the States intent to have each occupant/user of the camp sign in and out every day as well as for each and every meal consumed?	Yes.
30	Is the state saying that the minimum operation period will be only 1 week?	There is no minimum operation period once the camp is fully operational.
31	Will the contractor also be paid a minimum operational period in addition to the mobilization/De-mob?	No. Contractor will be paid daily rate for fully operational days, in addition to mobilization and demobilization costs.
32	There is no place to price the mobilization/De-mob on the pricing worksheet, will this be added?	The Division anticipates issuing Addendum 2 to revise the Attachment B, Price Sheet, Base Camp tab and Emergency Shelter Complex tab to allow for proposing daily operational costs, mobilization and demobilization separately for each size camp.
33	There is no place to price this option on the price worksheet will it be added?	The SOW only requires the Contractor to be prepared to provide optional preparations to a site.
34	Multiple Disparate Services - The SOW encompasses various disparate services typically provided by separate contractors. Does the State expect one single contractor to manage all aspects of this SOW and sub-contract to numerous other contractors, or will the State	Subcontracting is allowed. However, the (awarded) Contractor shall be fully responsible for all work performed under the Contract. Per the RFP pg. 22, the Division has the right to award multiple contracts, for all or part of the work contemplated by this solicitation....

#	Question	Answer
	contract directly with multiple vendors for each type of service?	Furthermore, the Division has the right to use products or services from any awarded vendor, for any line item, simultaneously and at the Division's discretion.
35	Timely Delivery of Goods - In an impending event such as a hurricane, how far in advance will the State contract for services? Resources coming from a distance (beyond the Southeast U.S.) typically take 72-96 hours from the time of order to fulfillment.	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. See price sheet for all details for delivery timeframes.
36	<p>Leased Equipment Packages – SOW states the MOBILIZATION must occur within 12-hours and installed in 24-hours: Does Mobilization begin when the equipment begins a movement from its home station (Texas, New Jersey, Oregon, etc.)? It may take 36-72 hours for equipment to arrive in Florida to a staging area. If arriving prior to landfall, then it must stage outside in the impact area; OR does Mobilization mean movement initiated from the State LSA to the installation point? Then, to confirm under "Rental Rates Only," does "provide on-site deployment and installation" mean movement from a State LSA and Installed at the point of end-use / installation site within 24-hours?</p>	<p>"Mobilization" means initiating movement from the location of the resource at the time of order to the delivery site identified in the Purchase Order. For Response packages, all resources must be delivered to the site listed in the Purchase Order within 96 hours of order. If the resources are mobilized prior to an event, they may be temporarily held at a site outside the impact area and then sent onward to the staging area. The duration of time spent at a temporary site does not count toward the 96 hour delivery requirement.</p> <p>"On-site deployment and installation" refers to Response Operations which is movement initiated from the State LSA to the installation point or point of use.</p>
37	Specialized Personnel - Will Staff Augmentation be ordered at the same time as heavy equipment (generators, pumps, MHR) to offload, configure, prep, deploy, install maintain and manage those resources; or should the contractor automatically deploy adequate personnel to manage the functions and locations? Although the SOW states that the Contractor will provide when requested, most of these personnel will be	The Division and Contractor will work to identify the appropriate staff augmentation based on the equipment/package order(s) and the event/incident.

#	Question	Answer
	<p>required on-site in order to install, maintain, and deploy resources: Specialists in emergency generating and electrical ground power and distribution systems. Specialists in emergency pumping, flood fighting, and hydrology. 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.</p>	
38	<p>Support Assets - Will equipment support assets such as hard suction and soft discharge hose for pumps or generator cable, transformers, fuel tanks for generators, be ordered for each asset; or will there be defaults established?</p>	<p>Support Assets will be requested on a mission-specific basis and ordered for each item as needed.</p>
39	<p>Prime power – individual; pumps – individual; material handling equipment (MHE) – individual; heavy equipment supplemental – While specific resource and personnel may be ordered on a mission by mission basis, the equipment and personnel must already be on-site in staging in order to rapidly deploy to fill the mission within 24-hours. As such, for major events, these are typically ordered at least 72 hours in advance as a “Package”. For very small events, often resources may be found locally and can deploy from within Florida to a site within the 24-hour period.</p>	<p>There is no question to answer.</p>
40	<p>Maintenance and Repair of Equipment – SOW states “The Contractor shall make available to the Division / Customer an Operations and Maintenance Manual and maintenance schedule</p>	<p>This pertains to Heavy Equipment Only.</p>

#	Question	Answer
	<p>for each rental unit at the time of delivery upon request.”</p> <p>In that there may be hundreds of different pieces of equipment provided through multiple sub-contractors, separate maintenance manuals are not practical versus a general maintenance schedule such as generator PM every 250 hours and all equipment cleaned, decontaminated and service prior to returning to home station.</p>	
41	<p>Resource Typing - For a specific mission, who will determine the proper size or capacity of a specific resource (size generator, the capacity of a pump) for a specific mission? Often an initial mission tasking is not clear or specific and requires further research with the requestor and a pre-installation site visit to verify installation sizes and ancillary equipment required.</p>	<p>For missions that do not contain accurate and adequate capacity information, the “Electrical Generator Installation and Maintenance Strike Team” found in the “Personnel tab” will verify installation sizes and ancillary equipment required.</p>
42	<p>Wrap-Around Services – To confirm, under State provided support services, wrap-around support services (feeding, showers) at non-Base Camp sites (LSA for workers, Cooling Stations for survivors, etc.) be provided by the State or is the contractor responsible for them?</p>	<p>Section V pertains to Vehicles and Transportation Only. 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. 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.</p>
43	<p>Site Prep - If a site such as an LSA or Base Camp is not already prepared to accept the package, will the additional time of 3-5 days be allowed to grade and prepare the site; under a separate charge?</p>	<p>Site Preparation Packages are a non-core item on the Typed Support Package tab. The (4) four size specific line items indicate timeframes ranging from 24-72 hours for completion of work.</p> <p>Site Preparation will be billed as a separate charge.</p>
44	<p><u>Emergency Worker Base Camps</u> - When a specific capability is ordered (250, 500, 750 or 1000 persons). Is it understood that those are the</p>	<p>Based on need, the contractor should have the ability to demobilize a portion of the base camp that is not used. For example, if a 750-person site is ordered and is at low capacity, the Contractor should</p>

#	Question	Answer
	<p>numbers that will be billed for and not the daily variable of populations billeted and fed? Is it understood that Base Camps are an initial minimum period of 30-days followed by weekly contact modifications?</p>	<p>have the ability to demobilize a portion of the base camp to 500-person.</p> <p>The price sheet is for a weekly rate. Mobilization and Demobilization should be incorporated into the weekly rate.</p> <p>In the event a fully operational Base Camps is completely cancelled before seven (7) days, the Contractor will be compensated for a (7) day minimum period of operation.</p>
45	<p><u>Transportation</u> - Who will oversee overall trucking of resources at the LSA and POD Sites? Will they have on-site representatives at each location?</p> <p>Just to verify that transportation to the LSA, to and from an installation site and return to the original point of origin (Texas, New Jersey Oregon, etc.) are billed separately from the lease term of an asset?</p>	<p>LSA and POD oversight will vary based on the event/incident and available State Resources. Please refer to the answer to question 20.</p> <p>The rental rate listed on the price sheet is for transportation from the origin point, to a potential LSA site, to a potential mission location and back to the original point of origin.</p>
46	<p><u>Mobile Medical Units</u> – Additional detail information will be required for the Mobile Medical Clinic in regards to what types of equipment will be required.</p> <p>It is interpreted that these facilities will NOT include any expendable supplies nor medical or service personnel.</p> <p>It is not clear if these facilities must be set up “wet” with potable water and sewer.</p>	<p>Equipment needed is located in the description column.</p> <p>Expendable supplies and personnel are not part of the SOW for Mobile Medical Units.</p> <p>It is unknown where these units will be placed and whether facilities are available so pricing should be for the Mobile Medical Unit only.</p>
47	<p><u>Mobile Catering Services</u> - It is assumed that the price will include all equipment, personnel, expendables, foods, operating costs, mobilization, and demobilization costs. The State will provide a suitable site as well as an IMT Food Unit Leader for liaison with the State.</p>	<p>Details for price are broken down on the Base Camp Specifications Table found on page 15 of the Scope of Work. Please see the Base Camp Specifications Table found on page 15 of 77 for Government Personnel.</p>

#	Question	Answer
		For “suitable sites”, please see section L.1 which refers to the “Division/Customer” to provide suitable locations.
48	<u>Functional needs support services product specifications</u> – Note that most of these items must be advance orders of several weeks because that are made up to order. While small quantities may be found already in warehouses, any large orders must be custom fabricated.	There is no question to answer.
49	The Respondent should submit: <i>3.4.1 One original version of the Technical Proposal, with seven (6) copies. The original should be labeled “Original” and must contain an original signature or electronic signature of the authorized official.</i> Clarify the number of copies required?	Please refer to the answer to question 1.
50	Does the State have a plan for phased activation/mobilization? If so, what is the plan and how/when is contracting initiated?	The State has a Comprehensive Emergency Management Plan (CEMP) provides guidance on how the State plans to operate in an emergency.
51	With warning of an impending event, how far in advance will the State activate/mobilize contractor resources?	The decision of when to task Contractor will be made by State Emergency Response Team leadership in consultation with stakeholders. The goal is to provide the Contractor(s) with as much advance notice as possible.
52	What are the anticipated contractor resources required for pre-event and initial responses?	Resource requirements are event specific and based on modeling. When tasked, Contractors may be required to send a representative to the State Emergency Operations Center in Tallahassee at a minimum.
53	Does the State have pre-established staging areas? If so, where are they? Are they available to contractors?	The State is in the process of identifying staging areas and assessing capability for each.
54	Does the State have Mutual Aid Agreements with Georgia, Alabama, Mississippi, or other for use of staging areas? Where are they and what are the conditions for use?	At this time the State does not have agreements with neighboring states for staging areas.

#	Question	Answer
55	Will the client consider a smaller font size than 11 pt for graphics – as long as the text is legible?	No.
56	Will the client allow for a single 11x17 page for an organizational chart?	Yes, but in addition to the 8 ½ x 11 as required by the RFP.
57	Are the two (2) boxed lunches in addition to the (4) meals served on site? Our reading of the scope is being interpreted as (4) meals per day served on-site at the camp with the option to have (2) meals boxed and made ready for delivery off site. If the two (2) meals are boxed and made ready to serve off-site does that constitute two (2) of the four (4) meals or would the two (2) boxed lunches be in addition to four (4) meals served on-site at the camp?	The Scope of Work indicates (4) meals per day, of which at least (2) two must be hot prepared meals. The other (2) two meals may be cold or self-serve buffet style. Boxed cold meals are included in the (4) four per day, not in addition to.
58	Will we serve non-resident meals (guest meals) and require POS system or are all meals regardless of resident or guest billed as part of total meals served?	Personnel who are allowed to be admitted to a contracted Emergency Worker Base Camp as defined in Section M-1 of the Scope of Work may, during an activation, be authorized to eat meals. These non-resident meals should be invoiced separately from resident meals. The cost of resident and non-resident meals shall not exceed the state meal reimbursement rates set forth in Section 112.061, Florida Statutes.
59	Will there be minimums for billing and pricing purposes for each camp Type?	Not enough information to answer this question.
60	Will this be an SCA governed contract for pricing purposes?	Is this contract governed by the Service Contract Act (SCA) for pricing purposes? No.
61	Will there be employee housing provided on-site?	Employee housing is the responsibility of the Contractor.
62	Will there be background checks and fingerprinting required of employees?	The Division retains the right to require fingerprints and/or background checks as needed. However, all employees, agents, representatives, and/or subcontractors of the Contractor should be able to successfully satisfy <i>Level 2 screening standards</i> as defined in Section 435.04, Florida Statutes.

#	Question	Answer
63	Will this be an exclusive or non-exclusive agreement and what is the level of confidentiality?	This is a non-exclusive agreement. See Section 5.1 of the RFP. Confidentiality is described in Section 3.9 of the RFP.
64	Can second or third tier subcontractors' project experience be used to meet the required Past Performance Experience requirement?	Yes for subcontractors previously used by Respondent as referenced on Form 5.
65	Will FDEM be creating standard BOL's so that the contract is aware of the quantity of products being transferred to cross reference at delivery?	Yes, See Attachment D - Bill of Lading. The quantity of products transferred depends on the scale of a potential event/disaster and is not known.
66	Will the transponder # be notated on the same BOL?	Contractor will provide real time or near real time asset visibility on all loads upon request. The BOL has a section to enter a transponder number.
67	Are the "core" items required per Tab on attachment B or for all tabs? IE, can we just submit all yellow portions for a specific tab and still be deemed responsive?	Completion of all yellow highlighted items on all tabs satisfies the requirement to propose pricing on all core items.
68	Is each of the below considered a separate contract? 2. Type I Response Package 3. Type II Response Package 4. Type III Response Package 5. Responder Base Camps 6. Emergency Shelter Complexes 7. Typed Support Packages (SANPACS) 8. Mobile Medical Units 9. Typed Support Packages (LSA's) 10. Prime Power - Individual 11. Pumps - Individual 12. Material Handling Equipment – Individual 13. Heavy Equipment Page 3 of 23	No.

#	Question	Answer
	14. Personnel 15. Supplies – Mass Care 16. Vehicles and Transportation 17. Environmental Control 18. Temporary Structures - Individual 19. Support Equipment 20. Tarps 21. Personal Protective Equipment (PPE)	
69	Will the successful contractor have direct access to the web based mission assignment system in current use by the state of Florida?	Contractors will have access to the State’s web based mission assignment system with visibility limited to the missions tasked to that Contractor.
70	Will the State (Customer) be willing to consider the integration of current asset tracking data already successfully in use by the contractor (with the SERT Incident Management Application)?	Yes. Integration is preferred when the Contractor’s existing asset tracking system provides the required data.
71	What is a ‘long duration’? Is asset demobilization a prerequisite for invoicing as stated?	“Long Duration” is over one week. The Scope of Work indicates ‘asset has been demobilized’. The State may at its discretion agree to allow invoicing for resources which have not been demobilized and are still in use.
72	Why does the state prefer the use of the State’s Travel Reimbursement Manual instead of CONUS FTR? Does FEMA have trouble reimbursing the Federal Travel Rates? \$36.00 per day is \$30.00 below the highest federally allowed FL MIE in the higher cost areas of Florida. Why such a disparity?	See Section 112.061, Florida Statutes.
73	Who has authority to determine “unsatisfactory performance” within the Division?	Unsatisfactory performance may be determined by the State’s Contract Manager, Logistics Chief, Operations Chief, FDEM Director or Deputy Director.

#	Question	Answer
	What constitutes “unsatisfactory performance”?	Unsatisfactory Performance is failing to perform the specifications and tasks defined in the Scope of Work.
74	Can the Division make available a list of plan holders for this RFP?	Not enough information to answer this question.
75	Please confirm contractors are to propose only one (1) rate per responder base camp size, regardless of which of the three (3) potable water, wastewater, and electric powers options that may be encountered at the base camp site.	Pricing should be for “Option 1”, a “bare base” with no water, sewer, or power on site. Contractor must anticipate providing for all necessary infrastructures to support the camp.
76	Can the Division clarify the use of “Site #1”? Is this a pre-determined location? If so, what is the location? If not, would not the same options apply as noted in SOW – Section 2 BASE CAMPS H.2, H.3, H.4?	<p>Sites are based on the disaster/incident location are not determined until an activation.</p> <p>No, Emergency Public Shelters are larger and therefore have different requirements for Potable Water, Waste water, electric power and waste management.</p>
77	Can you specify the required size of tub grinder?	760 to 1000 hp
78	Can you specify the required seat capacity for the Company Vehicle?	No less than two seats.
79	Can you specify the Fuel Truck capacity?	3000 gallon to 8500 gallon.
80	Are operators/drivers billed separately or do we need to include this rate in the equipment hourly rate?	Labor costs of operator are not included in the price sheet and should be submitted separately.