

REQUEST FOR PROPOSALS (RFP)
PRE-DISASTER CONTRACT FOR EMERGENCY FUEL AND POWER
BEAUFORT COUNTY, NORTH CAROLINA



RFP Issue Date: Thursday, May 8th, 2025
Last Day for Questions: Monday, June 9th, 2025
Proposals Due: Friday, June 14th, 2025 at 2:00pm

Questions Regarding Proposal Package

Hollie Jones

Purchasing Officer

Ph: 252-946-7721 ext. 1080

Email: hollie.jones@beaufortcountync.gov

Technical Questions Regarding RFP

David (DC) Linton

Operations Chief of Fire & EM

Ph: 252-940-6511

Email: david.linton@beaufortcountync.gov

PURPOSE

Beaufort County, North Carolina (hereafter referred to as “the OWNER”) is seeking proposals from qualified vendors to provide emergency fuel and power services before, during, and after disasters. The selected contractor(s) will support the County’s emergency response and recovery efforts by ensuring the availability of fuel for emergency vehicles and generators, as well as providing temporary power solutions as needed.

The contract will be pre-positioned to ensure rapid deployment when activated by Beaufort County Emergency Management.

SCOPE OF SERVICES

The selected contractor(s) will be responsible for providing the following services:

1. Emergency Fuel Supply & Distribution

- Delivery of diesel, gasoline, and propane to designated locations, including emergency shelters, hospitals, fire stations, and EOC.
- On-site fueling for emergency vehicles, generators, and other critical infrastructure.
- Coordination with fuel suppliers to ensure availability during disasters.

2. Emergency Power Generation

- Delivery, installation, operation, and maintenance of temporary power generators.
- Capability to provide various generator sizes (e.g., 20kW–1MW) as required.
- Fuel supply for generators and maintenance during the deployment period.

3. Logistics & Personnel

- Transportation and mobilization of fuel tankers, generators, and related equipment.
- Trained personnel to operate fuel distribution systems and generators.
- Lodging, meals, and per diem arrangements for deployed staff.

4. Response Time Requirements

- Vendor must be able to mobilize and begin operations within 12–24 hours of activation by Beaufort County Emergency Management.
- Ability to sustain operations for extended periods (e.g., 7–30 days or longer).

PROPOSAL REQUIREMENTS

Proposals must include the following:

1. Company Information

- Legal name, address, and point of contact.
- Summary of experience in emergency fuel and power services.

2. Technical Approach

- Description of service capabilities, including fuel types, generator capacities, and response time.
- Plan for personnel deployment, lodging, and logistics.

3. Fee Schedule (Detailed pricing breakdown for):

- Personnel (hourly/daily rates)
- Equipment (rental/purchase rates for generators, fuel tanks, etc.)
- Fuel (per gallon pricing for diesel, gasoline, and propane)
- Travel & lodging (per person, per day)
- Any other costs associated with activation and deployment.

4. Compliance & Certifications

- Proof of insurance (liability, workers' compensation, etc.).
- Any relevant federal, state, or local certifications.
- E-Verify certification.

5. Past Performance & References

- List of previous contracts related to emergency fuel and power services.
- Contact information for at least three references.

EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

Criteria	Weight (%)
Experience & Past Performance	30%
Technical & Operational Approach	25%
Pricing & Fee Schedule	20%
Personnel & Staffing Plan	15%
Compliance & Certifications	10%

SUBMISSION DEADLINE & CONTACT INFORMATION

Proposal Deadline: June 13th, 2025

Submission Format:

Firms or companies desiring to provide services, as described in the Scope of Work, shall submit sealed proposals with original, three (3) complete copies clearly marked '***RFP for Pre-Disaster Fuel and Power***', no later than 2:00 p.m., Friday, June 13, 2025, to Hollie Jones, Purchasing Officer, Beaufort County Government, 132 W. 2nd Street, Washington, NC 27889.

Offers by telephone or email shall not be accepted. Also, applicants are instructed NOT to fax their proposal. Faxed proposals shall be rejected as non-responsive regardless of where the fax is received.

Applicants are cautioned that they are responsible for delivery to the specific location cited above. Therefore, if your bid, proposal, or quotation is delivered by an express mail carrier or by any other means, it is your responsibility to ensure delivery to the above address. This office will not be responsible for deliveries made to any place other than the specified address. It is the sole responsibility of the bidder to ensure that his or her proposal reaches the County on time. The OWNER shall not be responsible for late deliveries or mail delays. All proposals will be opened publicly.

TERMS AND CONDITIONS

1. The OWNER reserves the right to accept or reject any or all proposals, with or without cause, to waive technicalities, or to accept the proposal which, in its sole judgment, best serves the interest of the OWNER, or to award a contract to the next most qualified applicant if a successful applicant does not execute a contract within thirty (30) days after approval of the selection by the OWNER.

The OWNER reserves the right, and has absolute and sole discretion, to cancel a solicitation at any time prior to approval of the award by the OWNER.

2. The OWNER reserves the right to request clarification of information submitted and to request additional information about one or more applicants.

3. Any proposal may be withdrawn by the date and time set above for the submission of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days, to provide the OWNER with the services set forth in this Request for Proposals, or until one or more of the proposals have been awarded.

4. Proposals shall be sealed, and applicants should indicate in their proposal the following:

- Date of Award – 6:30 p.m., July 7th, 2025
- Name and Address of Applicant

5. Costs of preparation of a response to this request for proposals are solely those of the applicant. The OWNER assumes no responsibility for any such costs incurred by the applicant. The applicant also agrees that the OWNER bears no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.

6. The applicant receiving the award will obtain or possess the following insurance coverage and will provide Certificates of Insurance to the OWNER to verify such coverage.

- A. Workers' Compensation – In accordance with statutory requirements.
- B. Commercial General Liability - The vendor shall provide coverage for all operations including, but not limited to, Contractual, Products and Completed Operations, and Personal Injury. With a limit of \$500,000 of each occurrence.
- C. Business Automobile Liability - The vendor shall provide coverage for all owned, non-owned and hired vehicles with limits of not less than \$1,000,000.00, per occurrence, Combined Single Limits (CSL) or its equivalent.

D. Professional Liability (Errors & Omissions) - The vendor shall provide coverage for all claims arising out of the services performed with limits of not less than \$1,000,000.00 per claim. The aggregate limit shall either apply separately to this contract or shall be at least twice the required per claim limit.

7. The VENDOR awarded this contract must maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least five (5) years after completion of the latter of final grant closeout or final audit by OIG of any project work performed under contract resulting from this RFP. The OWNER shall have access to all records, documents and information collected and/or maintained by others during the administration of the agreement. This information shall be made accessible at the awardees' place of business to the OWNER, including the County Clerk's Office and/or its designees, for purposes of inspection, reproduction, and audit without restriction.

8. It is the intent of the OWNER to enter a THREE (3) year term contract, with a renewal clause for two (2) additional one (1) year renewal terms for services as described herein.

Beaufort County Emergency Management

1420 Highland Dr.

Washington, NC 27889

Questions & Clarifications: All questions must be submitted via email to hollie.jones@beaufortcountync.gov **no later than Monday, June 9th, 2025.**

HUB

The Office of Historically Underutilize Businesses (HUB) promotes full and equal access to business opportunities with the State of North Carolina. HUB firms which include minority-owned and women-owned businesses, disadvantaged-owned businesses, and disabled-owned businesses as well as other responsible vendors shall have a fair and reasonable opportunity to participate in state business opportunities.

Prime suppliers and contractors should support the HUB Office Program by actively engaging minority, women, disadvantaged and disabled businesses as subcontractors for goods and services to the extent available. The County and State's utilization goal are 10%. *Minority and women-owned businesses are encouraged to submit a proposal.*

Beaufort County thanks you for your interest in providing these critical disaster response services.

Attachment A

Acknowledgement of Amendment(s)

Issue Date:

Pursuant to Section 2.2.5 of the Request for Proposals, this addendum is being issued to provide clarification to specifications of the bid following questions from potential bidders. The Proposer must acknowledge receipt of this addendum (Attachment A) for the Proposal to be deemed acceptable. No consideration will be allowed due to any potential Proposer not being aware of or familiar with this addendum. This addendum shall form part of the RFP and is to be read, interpreted, and coordinated with all other parts.

The following form shall be completed and included in the bid submission.

Failure to acknowledge receipt of all amendments may cause the bid to be considered non-responsive to the solicitation. Acknowledged receipt of each amendment must be clearly established and included with the bid.

The undersigned acknowledges receipt of the following amendments to the documents:

Amendment No. _____, **Dated** _____

Amendment No. _____, **Dated** _____

Amendment No. _____, **Dated** _____

Contractor Name: _____

Address: _____

Signature of Authorized Representative: _____

Title: _____

Phone Number: _____