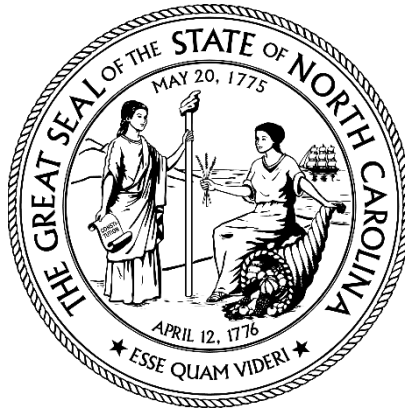




STATE OF NORTH CAROLINA

Department of Public Safety

Invitation for Bids #: 19-IFB-1731368372-BJL

Base Camps

Date of Issue: July 29, 2026

Bid Opening Date: August 27, 2026

At 2:00 PM ET

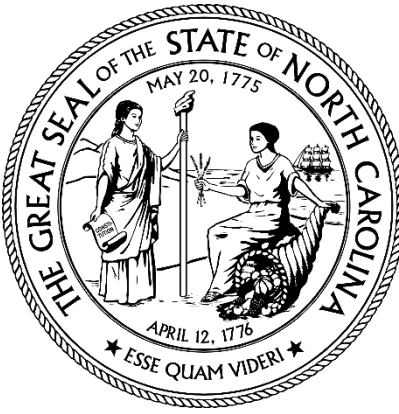
Direct all inquiries concerning this IFB to:

Janet Brown

Procurement Specialist

Email: janet.brown45@ncdps.gov

Phone: 919-792-6904



STATE OF NORTH CAROLINA

Invitation for Bid

19-IFB-1731368372-BJL

For internal State agency processing, including tabulation of bids, provide your company's eVP (Electronic Vendor Portal) Number. Pursuant to G.S. 132-1.10(b) this identification number shall not be released to the public. **This page will be removed and shredded, or otherwise kept confidential**, before the procurement file is made available for public inspection.

**This page shall be filled out and returned with your bid.
Failure to do so may subject your bid to rejection.**

Vendor Name

Vendor eVP#

Note: For a contract to be awarded to you, your company (you) must be a North Carolina registered Vendor in good standing. You must enter the Vendor number assigned through eVP (Electronic Vendor Portal). If you do not have a Vendor number, register at <https://evp.nc.gov/SignIn>

STATE OF NORTH CAROLINA Department of Public Safety	
Refer <u>ALL</u> Inquiries regarding this IFB to the procurement lead through the Message Board in the Sourcing Tool. Janet Brown janet.brown45@ncdps.gov	Invitation for Bid No.: 19-IFB-1731368372-BJL
	Bids will be publicly opened: August 26, 2026, at 2:00 PM ET Microsoft Teams meeting Join: https://teams.microsoft.com/meet/281159782126436?p=z9WKKbRBcJbK06P3HO Meeting ID: 281 159 782 126 436 Passcode: Wv7Yn6a2
	<u>Need help? System reference</u> Dial in by phone +1 984-204-1487,836282278 United States, Raleigh <u>Find a local number</u> Phone conference ID: 836 282 278# Join on a video conferencing device Tenant key: ncgov@m.webex.com Video ID: 119 722 404 2
Using Agency: NCDPS: Emergency Management	Commodity No. and Description: 951418 Prefabricated Emergency Relief Buildings and Structures
Requisition No.: RQ230767	

EXECUTION

In compliance with this Invitation for Bid (IFB), and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item within the time specified herein.

By executing this bid, the undersigned Vendor understands that false certification is a Class I felony and certifies that:

- this bid is submitted competitively and without collusion (G.S. 143-54),
- none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and
- it is not an ineligible Vendor as set forth in G.S. 143-59.1.

Furthermore, by executing this bid, the undersigned certifies to the best of Vendor's knowledge and belief, that:

- it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or agency.

As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its Sub-Contractors for any Contract awarded as a result of this IFB, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system.

As required by Executive Order 24 (2017), the undersigned Vendor certifies will comply with all Federal and State requirements concerning fair employment and that it does not and will not discriminate, harass, or retaliate against any employee in connection with performance of any Contract arising from this solicitation.

G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any State Employee associated with the preparing plans, specifications, estimates for public contracts; or awarding or administering public contracts; or inspecting or supervising delivery of the public contract of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of this response to the IFB, the undersigned certifies, for Vendor's entire organization and its employees or agents, that Vendor is not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

Bid Number: 19-IFB-1731368372-BJL

Vendor: _____

By executing this bid, Vendor certifies that it has read and agreed to the **INSTRUCTION TO VENDORS** and the **NORTH CAROLINA GENERAL TERMS AND CONDITIONS** incorporated herein. These documents can be accessed from the Ariba Sourcing Tool.

Failure to execute/sign bid prior to submittal may render bid invalid and it MAY BE REJECTED. Late bids shall not be accepted.

COMPLETE/FORMAL NAME OF VENDOR:		
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY & STATE & ZIP:	TELEPHONE NUMBER:	TOLL FREE TEL. NO:
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #21):		
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:		
VENDOR'S AUTHORIZED SIGNATURE*:	DATE:	EMAIL:

VALIDITY PERIOD

Offer shall be valid for at least one hundred twenty (120) days from date of bid opening, unless otherwise stated here: ____ days, or if extended by mutual agreement of the parties in writing. Any withdrawal of this offer shall be made in writing, effective upon receipt by the agency issuing this IFB.

ACCEPTANCE OF BIDS

If your bid is accepted, all provisions of this IFB, along with the written results of any negotiations, shall constitute the written agreement between the parties ("Contract"). The NORTH CAROLINA GENERAL TERMS AND CONDITIONS are incorporated herein and shall apply. Depending upon the Goods or Services being offered, other terms and conditions may apply, as mutually agreed.

FOR STATE USE ONLY: Offer accepted and Contract awarded this _____ day of _____, 20____, as indicated on

The attached certification, by _____.

(Authorized Representative of NC Department of Public Safety)

Contents

1.0	PURPOSE AND BACKGROUND	5
1.1	CONTRACT TERM.....	5
2.0	GENERAL INFORMATION.....	5
2.1	INVITATION FOR BID	5
2.2	DOCUMENT	5
2.3	Order and Payment Process	6
2.4	NOTICE TO VENDORS REGARDING IFB TERMS AND CONDITIONS.....	6
2.5	IFB SCHEDULE	7
2.6	BID QUESTIONS	7
2.7	BID SUBMITTAL	7
2.8	BID CONTENTS.....	8
2.9	DEFINITIONS, ACRONYMS, AND ABBREVIATIONS.....	9
3.0	METHOD OF AWARD AND BID EVALUATION PROCESS	10
3.1	METHOD OF AWARD	10
3.2	CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION.....	11
3.3	BID EVALUATION PROCESS	11
3.4	PERFORMANCE OUTSIDE THE UNITED STATES	12
3.5	INTERPRETATION OF TERMS AND PHRASES.....	12
4.0	REQUIREMENTS	12
4.1	PRICING.....	12
4.2	FINANCIAL STABILITY	13
4.3	REFERENCES	13
4.4	BACKGROUND CHECKS.....	13
4.5	PERSONNEL.....	14
4.6	VENDOR’S REPRESENTATIONS	14
4.7	AGENCY INSURANCE REQUIREMENTS MODIFICATION	14
4.8	LOBBYING ACTIVITY CERTIFICATION FOR FEDERAL GRANTS.....	15
4.9	SUBCONTRACTORS.....	15
4.10	SECRETARY OF STATE REGISTRATION.....	15
5.0	SPECIFICATIONS AND SCOPE OF WORK	15
5.1	SPECIFICATIONS.....	15
5.2	CERTIFICATION AND SAFETY LABELS	42
5.3	DEVIATIONS.....	42

6.0	CONTRACT ADMINISTRATION.....	42
4.1	CONTRACT MANAGER.....	42
6.2	SUPPORT QUESTIONNAIRE AND EMERGENCY CONTACT INFORMATION.....	43
6.3	INVOICES.....	43
6.6	ACCEPTANCE OF WORK.....	44
6.7	TRANSITION ASSISTANCE.....	44
6.8	DISPUTE RESOLUTION.....	44
6.9	CONTRACT CHANGES.....	44
7.0	ATTACHMENTS.....	44
	ATTACHMENT A: PRICING FORM.....	45
	ATTACHMENT B: INSTRUCTIONS TO VENDORS.....	46
	ATTACHMENT C: NORTH CAROLINA GENERAL TERMS & CONDITIONS.....	46
	ATTACHMENT D: CUSTOMER REFERENCE FORM.....	47
	ATTACHMENT E: LOCATION OF WORKERS UTILIZED BY VENDOR.....	48
	ATTACHMENT F: CERTIFICATION OF FINANCIAL CONDITION.....	49
	ATTACHMENT G: CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, & COOPERATIVE AGREEMENTS.....	50

1.0 PURPOSE AND BACKGROUND

The purpose of this Invitation for Bids (IFB) is to seek competitive bids from qualified vendors to establish an agency-specific "All-Hazard" term convenience contract with multiple qualified vendors to provide emergency turn-key base camps and essential wrap-around services. The contracts will allow North Carolina Emergency Management (NCEM) to rapidly secure and deploy full base camps or modular components to temporarily house first responders, staff, and other personnel during emergencies, disasters, or planned events. This approach ensures a quick and effective response to unique incident-specific needs, as no minimums are guaranteed for each deployment.

The North Carolina Division of Emergency Management (NCEM) is authorized by North Carolina General Statute Chapter 166A to administer state and federal emergency management programs and coordinate activities related to natural and man-made emergencies and disasters. In fulfilling this mission, NCEM often requires the establishment of temporary base camps to support personnel involved in response and recovery efforts.

Due to the unpredictable nature of "All-Hazard" incidents, the state's needs can vary significantly in scale and scope. To address these unique requirements, NCEM requires a mechanism to quickly procure either full, turn-key base camps or specific wrap-around services on an as-needed basis. Turn-key services must include all rental, mobilization, set-up, administration, operation, and demobilization for complete camps. Wrap-around services involve the same range of actions but for individual components, such as sleeping quarters, dining, or sanitation facilities.

This IFB is intended to create a pool of reliable, pre-qualified vendors from which NCEM can obtain these critical services. NCEM retains the right to use State Emergency Response Team agencies first before utilizing contracted vendors and can issue emergency purchase orders to non-contracted vendors if necessary. By establishing contracts with multiple responsive Vendors meeting the requirements and specifications of this IFB, NCEM can ensure state emergency operations are supported efficiently and effectively.

The intent of this solicitation is to award an Agency Specific Contract.

1.1 CONTRACT TERM

The Contract shall have an initial term of three (3) years, beginning on the date of final Contract execution (the "Effective Date").

Bids shall be submitted in accordance with the terms and conditions of this IFB and any addenda issued hereto.

2.0 GENERAL INFORMATION

2.1 INVITATION FOR BID

The North Carolina Department of Public Safety (NCDPS), Division of Emergency Management (NCEM), is seeking bids from qualified Vendors to establish multiple agency-specific term contracts for turnkey base camp complexes and related support services. These contracts will provide NCEM with the ability to rapidly activate resources in response to disasters, emergencies, and other all-hazard events requiring temporary support facilities.

The intent of this IFB is to award Contract(s) to multiple responsive and responsible Vendors capable of providing base camp services as described herein. Services may include, but are not limited to, temporary lodging, food services, sanitation, utilities, and other wrap-around support services necessary to support emergency response and recovery operations.

Award of a Contract does not guarantee a minimum amount of work, usage, or compensation. Services will be requested and authorized based upon the specific needs of each incident, available resources, and operational requirements.

2.2 DOCUMENT

This IFB is comprised of the base IFB document, any attachments, and any addenda released before Contract award, which are incorporated herein by reference.

2.3 Order and Payment Process

NCEM may activate services under this Contract in response to an emergency, disaster, planned event, exercise, or other operational need. Requests for services will be coordinated through NCEM and communicated to the awarded Vendor(s) based on incident requirements.

Emergency resource requests may be initiated and tracked through WebEOC or other State-designated emergency management systems. Each request will identify, as applicable, the required Base Camp type, wrap-around services, deployment location, estimated period of performance, reporting instructions, and any incident-specific requirements.

Vendors shall not mobilize personnel, equipment, or other resources until authorized by NCEM. Authorization to perform services shall be provided through a Purchase Order or other State-approved purchasing authorization in accordance with State procurement procedures.

Billing for Base Camps and individual components shall begin when the deployed resources are fully operational and accepted by NCEM, unless otherwise authorized by NCEM. Billing shall cease upon NCEM's notification to demobilize, regardless of when equipment is moved from the site, unless otherwise approved by NCEM.

For any period of performance less than seven (7) days following demobilization, the vendor shall invoice the State using the prorated weekly rate.

There shall be no minimum rental period unless otherwise specified in the resulting Contract.

Invoices shall reference, at a minimum:

- Purchase Order number;
- Incident or event identifier (if applicable);
- Services provided;
- Dates of service; and
- Any supporting documentation required by NCEM.

2.4 NOTICE TO VENDORS REGARDING IFB TERMS AND CONDITIONS

It shall be the Vendor's responsibility to read the Instructions to Vendors, the North Carolina General Terms and Conditions, all relevant exhibits and attachments, and any other components made a part of this IFB and comply with all requirements and specifications herein. Vendors are also responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this IFB.

If Vendors have questions or issues regarding any component of this IFB, those must be submitted as questions in accordance with the instructions in the BID QUESTIONS Section. If the State determines that any changes will be made as a result of the questions asked, then such decisions will be communicated in the form of an IFB addendum. The State may also elect to leave open the possibility for later negotiation of specific provisions of the Contract that have been addressed during the question-and-answer period, prior to contract award.

Other than through the process of negotiation under 01 NCAC 05B.0503, the State rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with Vendor's bid or otherwise. This applies to any language appearing in or attached to the document as part of the Vendor's bid that purports to vary any terms and conditions or Vendors' instructions herein or to render the bid non-binding or subject to further negotiation. Vendor's bid shall constitute a firm offer that shall be held open for the period required herein ("Validity Period" above).

The State may exercise its discretion to consider Vendor proposed modifications. By execution and delivery of this IFB Response, the Vendor agrees that any additional or modified terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect, and will be disregarded unless expressly agreed upon during negotiations and incorporated by way of a

Best and Final Offer (BAFO). Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Vendor's bid as non-responsive.

2.5 IFB SCHEDULE

The table below shows the *intended* schedule for this IFB. The State will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time
Issue IFB	State	July 29, 2026
Submit Written Questions	Vendor	August 6, 2026
Provide Response to Questions	State	August 13, 2026
Submit Bids	Vendor	August 27, 2026, by 2:00 pm EST Microsoft Teams meeting Join: https://teams.microsoft.com/meet/281159782126436?p=z9WKKbRBcJbK06P3HO Meeting ID: 281 159 782 126 436 Passcode: Wv7Yn6a2 Need help? System reference Dial in by phone +1 984-204-1487,,836282278# United States, Raleigh Find a local number Phone conference ID: 836 282 278# Join on a video conferencing device Tenant key: ncgov@m.webex.com Video ID: 119 722 404 2
Contract Award	State	TBD

2.6 BID QUESTIONS

Upon review of the IFB documents, Vendors may have questions to clarify or interpret the IFB in order to submit the best bid possible. To accommodate the Bid Questions process, Vendors shall submit any such questions by the "Submit Written Questions" date and time provided in the IFB SCHEDULE Section above, unless modified by Addendum.

Questions related to the content of the solicitation, or the procurement process should be directed to the person on the title page of this document via the Sourcing Tool's message board by the date and time specified in the IFB SCHEDULE Section of this IFB. Vendors will enter "**19-IFB-1731368372-BJL – Questions**" as the subject of the message. Question submittals should include a reference to the applicable IFB section. This is the only manner in which questions will be received.

Questions or issues related to using the Sourcing Tool itself can be directed to the North Carolina eProcurement Help Desk at 888-211-7440, Option 2. Help Desk representatives are available Monday through Friday from 7:30 AM ET to 5:00 PM ET.

Questions received prior to the submission deadline date, the State's response, and any additional terms deemed necessary by the State will be posted in the Sourcing Tool in the form of an addendum and shall become an Addendum to this IFB. No information, instruction or advice provided orally or informally by any State personnel, whether made in response to a question or otherwise in connection with this IFB, shall be considered authoritative or binding. Vendors shall rely *only* on written material contained in the IFB and an addendum to this IFB.

2.7 BID SUBMITTAL

IMPORTANT NOTE: This is an absolute requirement. Late bids, regardless of cause, will not be opened or considered, and will be automatically disqualified from further consideration. Vendor shall bear the sole risk of late submission due to unintended or

unanticipated delay. It is the Vendor's sole responsibility to ensure its bid has been received as described in this IFB by the specified time and date of opening. Failure to submit a bid in strict accordance with instructions provided shall constitute sufficient cause to reject a Vendor's bids(s). Solicitation responses are subject to Sealed Bidding requirements.

Vendor's bids for this procurement must be submitted through the Sourcing Tool. For training on how to use the Sourcing Tool to view solicitations, submit questions, develop responses, upload documents, and submit offers to the State, Vendors should go to the following site: <https://eprocurement.nc.gov/training/vendor-training>

Questions or issues related to using the Sourcing Tool itself can be directed to the North Carolina eProcurement Help Desk at 888-211-7440, Option 2. Help Desk representatives are available Monday through Friday from 7:30 AM EST to 5:00 PM EST.

Tips for Using the Sourcing Tool

1. Vendors should review available training and confirm that they are able to access the Sourcing Event, enter responses, and upload files well in advance of the date and time response are due to allow sufficient time to seek assistance from the North Carolina eProcurement Help Desk.
2. Vendors may submit their responses early to make sure there are no issues and then submit a revised response any time prior to the response due date and time. The State will only review the most recent response.
3. Vendors should respond to all relevant sections of the Sourcing Event. Certain questions or items are required in order to submit a response and are denoted with an asterisk. The Sourcing Tool will not allow a response to be submitted unless all required items are completed. The Sourcing Tool will provide error messages to help identify any required information that is missing when response is submitted.
4. Simply saving your response in the Sourcing Tool is not the same as submitting your response to the State. Vendors should make sure they complete the submission process and receive a message that their response was successfully submitted.
5. **Only Bids submitted through the Content Section of the Ariba Sourcing Event will be considered. Bids submitted through the Message Board will not be accepted or considered for award.**

If confidential and proprietary information is included in the bid, also submit one (1) signed, REDACTED copy of the bid. Such information may include trade secrets defined by N.C. Gen. Stat. § 66-152 and other information exempted from the Public Records Act pursuant to N.C. Gen. Stat. §132- 1.2. Vendor may designate information, Products, Services, or appropriate portions of its response as confidential, consistent with and to the extent permitted under the statutes and rules set forth above. By so redacting any page, or portion of a page, the Vendor warrants that it has formed a good faith opinion, having received such necessary or proper review by counsel and other knowledgeable advisors, that the portions determined to be confidential and proprietary and redacted as such, meet the requirements of the Rules and Statutes set forth above. However, under no circumstances shall price information be designated as confidential.

If the Vendor does not provide a redacted version of the bid with its bid submission, the Department may release an unredacted version if a record request is received.

2.8 BID CONTENTS

Vendors shall provide responses to all questions and complete all attachments for this IFB that require the Vendor to provide information and upload them to the Sourcing Event in the Sourcing Tool. Vendor may not be able to submit its response in the Sourcing Tool unless all required items are addressed. Vendors shall provide authorized signatures where requested. Failure to provide all required items, or Vendor's submission of incomplete items, may result in the State rejecting Vendor's bid, in the State's sole discretion.

Vendors shall upload the following items and attachments in the Sourcing Tool:

- a) Title Page: Include the company name, address, phone number and authorized representative along with the Bid Number.
- b) Completed and signed versions of all EXECUTION PAGES, along with the body of the IFB.
- c) Signed receipt pages of any addenda released in conjunction with this IFB, if required to be returned.

- d) Vendor's Response. (4.11 Secretary of State Registration; 6.1 Contract Manager, 6.2 SUPPORT QUESTIONNAIRE AND EMERGENCY CONTACT)
- e) Proof of asset and liability insurance covering the Vendor's equipment, as required by Section 5.3.1.G.
- f) Completed version of ATTACHMENT A: PRICING FORM
- g) Completed and signed version of ATTACHMENT E: CUSTOMER REFERENCE FORM
- h) Completed and signed version of ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR
- i) Completed and signed version of ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION
- j) Completed and signed version of CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS and OMB STANDARD FORM LLL

2.9 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

In addition to the definitions contained in 01 NCAC 05A .0112 and the Instructions to Vendors, the following definitions apply to this Invitation for Bids. In the event of a conflict, the definitions contained within this IFB shall govern for purposes of this solicitation.

ANSI - American National Standards Institute. The organization that oversees the development and publication of voluntary consensus standards for products, services, systems, and personnel in the United States.

AWWA - American Water Works Association. The organization that develops standards and best practices for drinking water systems, water treatment, storage, and distribution.

Base Camp – A temporary facility established to provide lodging, feeding, sanitation, communications, medical support, and other life-support services for emergency personnel.

Base Camp Type I – A turnkey base camp designed to support approximately 1,000 personnel as described in the Base Camp Type I-IV Specifications.

Base Camp Type II – A turnkey base camp designed to support approximately 750 personnel.

Base Camp Type III – A turnkey base camp designed to support approximately 500 personnel.

Base Camp Type IV – A turnkey base camp designed to support approximately 250 personnel.

CONEX - Intermodal shipping container modified for emergency support operations.

Contract Manager – The individual designated by the Vendor to serve as the primary point of contact for all matters relating to contract performance.

Demobilization – The orderly removal of personnel, equipment, facilities, and services from a deployment site upon direction of NCEM.

Deployment – The movement of Vendor personnel, equipment, or resources to a location designated by NCEM.

Emergency Worker Base Camp – A temporary base camp established to support emergency responders, government personnel, and other individuals authorized by NCEM during emergency operations.

Facility Coordinator – The NCEM-designated individual responsible for overall management of a specific Base Camp location, including operational decisions related to site administration and resident access.

Food Unit Leader – The individual designated by NCEM or the Incident Management Team responsible for coordinating meal requirements, food service operations, and related logistical support for the Base Camp.

HVAC - Heating, Ventilation, and Air Conditioning.

Incident – Any natural, technological, or human-caused event requiring emergency management coordination, response, recovery, mitigation, or support.

Incident Commander (IC) - Individual responsible for overall incident management.

Incident Management Team (IMT) - The team responsible for managing incident operations.

In-State Prepositioned Staging – The temporary movement and staging of Vendor resources at a State-designated location prior to deployment in anticipation of an emergency or disaster.

Mobilization – The transportation and movement of personnel, equipment, supplies, and resources to a designated deployment or staging location following authorization by NCEM.

Mobile Base Camp – A self-contained mobile life support system capable of providing temporary accommodations and essential services for approximately 100 to 150 personnel.

MWR (Morale, Welfare and Recreation) Unit – Facilities or services intended to support the well-being of Base Camp residents through recreation, fitness, internet access, and similar amenities.

NCEM – North Carolina Division of Emergency Management.

NFPA - National Fire Protection Association. The organization that develops nationally recognized fire, life safety, electrical, and hazardous materials codes and standards.

NIMS – National Incident Management System established by the Federal Emergency Management Agency (FEMA) to provide a standardized approach to incident management.

NSF - NSF International (formerly National Sanitation Foundation). An organization that develops public health and sanitation standards and certifies products used in food service, drinking water, and related industries.

OSHA - Occupational Safety and Health Administration. The federal agency within the U.S. Department of Labor responsible for establishing and enforcing workplace safety and health regulations.

Period of Performance – The authorized period during which the Vendor is required to provide services under an issued Purchase Order.

Turnkey Base Camp – A complete Base Camp solution furnished, installed, operated, maintained, and demobilized by the Vendor, including all personnel, equipment, transportation, administration, and support necessary for operation.

USDA – United States Department of Agriculture.

USFS – United States Forest Service, an agency of the United States Department of Agriculture. References to USFS meal plans or specifications refer to the applicable standards and guidance utilized by the U.S. Forest Service for incident support operations.

WebEOC – The State-designated emergency management information system used by NCEM to manage incidents, coordinate resource requests, and support emergency operations.

Wrap-Around Services – Individual Base Camp components or support services that may be ordered separately from a full turnkey Base Camp, including but not limited to sleeping units, feeding units, shower units, laundry services, medical clinics, communications, and other support facilities.

3.0 METHOD OF AWARD AND BID EVALUATION PROCESS

3.1 METHOD OF AWARD

North Carolina G.S. 143-52 provides a general list of criteria the State shall use to award contracts, as supplemented by the additional criteria herein. The Goods or Services being procured shall dictate the application and order of criteria; however, all award decisions shall be in the State's best interest.

All responsive bids will be reviewed, and an award or awards will be based on the responsive bid(s) offering the lowest price that meets the specifications provided herein, to include any required verifications set out here in such as but not limited to past performance, references, and financial documents.

While the intent of this IFB is to award a Contract(s) to multiple Vendors, the State reserves the right to make separate awards to different Vendors for one or more line items, to not award one or more line items, or to cancel this IFB in its entirety without awarding a Contract, if it is considered to be most advantageous to the State to do so.

The State reserves the right to waive any minor informality or technicality in bids received.

3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

While this IFB is under evaluation, the responding Vendor, including any subcontractors and suppliers, is prohibited from engaging in conversations intended to influence the outcome of the evaluation. See Paragraph 29. of the Instructions to Vendors entitled COMMUNICATIONS BY VENDORS

Each Vendor submitting a bid to this IFB, including its employees, agents, subcontractors, suppliers, subsidiaries and affiliates, is prohibited from having any communications with any person inside or outside the using agency; issuing agency; other government agency office or body (including the procurement lead named above, any department secretary, agency head, members of the General Assembly and Governor's office); or private entity, if the communication refers to the content of Vendor's bid or qualifications, the content of another Vendor's bid, another Vendor's qualifications or ability to perform a resulting contract, and/or the transmittal of any other communication of information that could be reasonably considered to have the effect of directly or indirectly influencing the evaluation of bids the award of a contract, or both.

Any Vendor not in compliance with this provision shall be disqualified from evaluation and award. A Vendor's bid may be disqualified if its subcontractor and/or supplier engage in any of the foregoing communications during the time that the procurement is active (*i.e.*, the issuance date of the procurement until the date of contract award or cancellation of the procurement). Only those discussions, communications or transmittals of information authorized or initiated by the issuing agency for this IFB, or inquiries directed to the procurement lead named in this IFB regarding requirements of the IFB (prior to bid submission) or the status of the award (after submission) are excepted from this provision.

3.3 BID EVALUATION PROCESS

Only responsive submissions will be evaluated.

The State will conduct an evaluation of responsive Bids, as follows:

Bids will be received according to the method stated in the Bid Submittal section above.

All bids must be received by the issuing agency not later than the date and time specified in the IFB SCHEDULE Section above, unless modified by Addendum. Vendors are cautioned that this is a request for offers, not an offer or request to contract, and the State reserves the unqualified right to reject any and all offers at any time if such rejection is deemed to be in the best interest of the State.

At the date and time provided in the IFB SCHEDULE Section above, unless modified by Addendum, the bids from each responding Vendor will be opened publicly and all offers (except those that have been previously withdrawn, or voided bids) will be tabulated. The tabulation shall be made public at the time it is created. When negotiations after receipt of bids is authorized pursuant to G.S. 143-49 and 01 NCAC 05B.0503, only the names of Vendors and the Goods and Services offered shall be tabulated at the time of opening. Cost and price shall become available for public inspection at the time of the award. Interested parties are cautioned that these costs and their components are subject to further evaluation for completeness and correctness and therefore may not be an exact indicator of a Vendor's pricing position.

At their option, the evaluators may request oral presentations or discussions with any or all Vendors for clarification or to amplify the materials presented in any part of the bid. Vendors are cautioned, however, that the evaluators are not required to request presentations or other clarification—and often do not. Therefore, all bids should be complete and reflect the most favorable terms available from the Vendor. Prices bid cannot be altered or modified as part of a clarification.

Bids will generally be evaluated, based on completeness, content, cost and responsibility of the Vendor to supply the requested Goods and Services. Specific evaluation criteria are listed in Section 3.1 METHOD OF AWARD.

Upon completion of the evaluation process, the State will make Award(s) based on the evaluation and post the award(s) to the *electronic Vendor Portal (eVP)*, <https://evp.nc.gov>, under the IFB number for this solicitation. Award of Contract(s) does not mean that the other bids lacked merit, but that the awarded Vendor(s) were determined to be responsive and responsible and met the requirements and specifications of this IFB in accordance with the Method of Award.

The State reserves the right to negotiate with one or more Vendors, or to reject all original offers and negotiate with one or more sources of supply that may be capable of satisfying the requirement, and in either case to require Vendor to submit a Best and Final Offer (BAFO) based on discussions and negotiations with the State.

3.4 PERFORMANCE OUTSIDE THE UNITED STATES

Vendor shall complete ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR. In addition to any other evaluation criteria identified in this IFB, the State may also consider, for purposes of evaluating proposed or actual contract performance outside of the United States, how that performance may affect the following factors to ensure that any award will be in the best interest of the State:

- a) Total cost to the State
- b) Level of quality provided by the Vendor
- c) Process and performance capability across multiple jurisdictions
- d) Protection of the State's information and intellectual property
- e) Availability of pertinent skills
- f) Ability to understand the State's business requirements and internal operational culture
- g) Risk factors such as the security of the State's information technology
- h) Relations with citizens and employees
- i) Contract enforcement jurisdictional issues

3.5 INTERPRETATION OF TERMS AND PHRASES

This IFB serves two functions: (1) to advise potential Vendors of the requirements and specifications for the Goods and Services being sought by the State; and (2) to provide (together with other specified documents) the terms of the Contract resulting from this procurement. The use of phrases such as "shall," "must," and "requirements" are intended to create enforceable contract conditions. In determining whether bids should be evaluated or rejected, the State will take into consideration the degree to which Vendors have demonstrated their ability to meet the requirements and specifications described in the IFB. Except as specifically stated in the IFB, no one requirement shall automatically disqualify a Vendor from consideration. However, failure to comply with any single requirement may result in the State exercising its discretion to reject a bid in its entirety.

4.0 REQUIREMENTS

This Section lists the requirements related to this IFB. By submitting a bid, the Vendor agrees to meet all stated requirements in this Section as well as any other specifications, requirements, and terms and conditions stated in this IFB. If a Vendor is unclear about a requirement or specification or believes a change to a requirement would allow for the State to receive a better bid, the Vendor is urged to submit these items in the form of a question during the question-and-answer period in accordance with the Bid Questions Section above.

4.1 PRICING

Bid price shall constitute the total cost to the State for complete performance in accordance with the requirements and specifications herein, including all applicable charges for handling, transportation, administrative and other similar fees. Complete ATTACHMENT A: PRICING FORM and upload them to the Sourcing Tool. The pricing provided in ATTACHMENT A, or resulting from any negotiations, is incorporated herein and shall become part of any resulting Contract.

INVOICES MAY NOT BE PAID UNTIL AN INSPECTION HAS OCCURRED AND THE GOODS OR SERVICES ACCEPTED.

4.1.1 Import Tariff Temporary Surcharge

Pricing shall be exclusive of any pending tariffs or temporary tariff surcharge. Vendor may request a temporary tariff surcharge in ATTACHMENT A: PRICING SUBMITTAL WORKBOOK as a charge separate from the contract price. Any temporary tariff surcharge(s) associated with purchases shall be provided by way of a percentage tariff surcharge. All tariff surcharges proposed are intended

to be temporary and based on current tariff implications specific to related commodities with evidence of submitted documentation of affected MSRP products. Vendor understands that the agency may request additional justification. Any temporary tariff surcharge percentage will be negotiated and mutually agreed upon. The state is not obligated to accept any proposed import tariff surcharge. Proposed tariff surcharges may be used as a factor for evaluation and award.

4.2 FINANCIAL STABILITY

As a condition of contract award, the Vendor must certify that it has the financial capacity to perform and to continue to perform its obligations under the Contract; that Vendor has no constructive or actual knowledge of an actual or potential legal proceeding being brought against Vendor that could materially adversely affect performance of this Contract; and that entering into this Contract is not prohibited by any contract, or order by any court of competent jurisdiction.

Each Vendor shall certify it is financially stable by completing ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION. The State is requiring this certification to minimize potential issues from contracting with a Vendor that is financially unstable. From the date of the Certification to the expiration of the Contract, the Vendor shall notify the State within thirty (30) days of any occurrence or condition that materially alters the truth of any statement made in this Certification. The Contract Manager may require annual recertification of the Vendor's financial stability.

4.3 REFERENCES

The vendor shall upload at least three (3) references to the Sourcing Tool, using ATTACHMENT E: CUSTOMER REFERENCE FORM, for which it has provided services of similar size and scope to those proposed herein. References shall not be from the same company or from the soliciting State entity. In addition, Vendor shall provide references for and identify other government contracts it has received, for which your company has provided services of similar size and scope to those proposed herein. The State may contact these users to determine whether the services provided are substantially similar in scope to those proposed herein and whether Vendor's performance has been satisfactory. The information obtained may be considered in the evaluation of the Bid.

4.4 BACKGROUND CHECKS

Vendor and its personnel are required to provide or undergo background checks at Vendor's expense prior to beginning work with the State. As part of Vendor background, the following details must be provided to the State:

- a) Any **criminal felony conviction**, or conviction of any crime involving moral turpitude, including, but not limited to fraud, misappropriation or deception, by Vendor, its officers or directors, or any of its employees or other personnel to provide Services on this project, of which Vendor has knowledge, or provide a statement that Vendor is aware of none;
- b) Any **criminal investigation** for any offense involving moral turpitude, including, but not limited to fraud, misappropriation, falsification or deception pending against Vendor of which it has knowledge, or provide a statement Vendor is aware of none;
- c) Any **regulatory sanctions** levied against Vendor or any of its officers, directors or its professional employees expected to provide Services on this project by any state or federal regulatory agencies within the past three years or a statement that there are none. As used herein, the term "regulatory sanctions" includes the revocation or suspension of any license or certification, the levying of any monetary penalties or fines, and the issuance of any written warnings;
- d) Any **regulatory investigations** pending against Vendor or any of its officers, directors or its professional employees expected to provide Services on this project by any state or federal regulatory agencies of which Vendor has knowledge or a statement that there are none.
- e) Any **civil litigation**, arbitration, proceedings, or judgments pending against Vendor during the three (3) years preceding submission of its bid herein or a statement that there are none.

Vendor's response to these requests shall be considered a continuing representation, and Vendor's failure to notify the State within thirty (30) days of any criminal litigation, investigation or proceeding involving Vendor or its then current officers, directors

or persons providing Services under this Contract during its term shall constitute a material breach of contract. The provisions of this paragraph shall also apply to any subcontractor utilized by Vendor to perform Services under this Contract.

4.5 PERSONNEL

Vendor warrants that qualified personnel shall provide Services under this Contract in a professional manner. "Professional manner" means that the personnel performing the Services will possess the skill and competence consistent with the prevailing business standards in the industry. Vendor will serve as the prime contractor under this Contract and shall be responsible for the performance and payment of all subcontractors that may be approved by the State. Names of any third-party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor's obligations hereunder. Vendor will retain executive representation for functional and technical expertise as needed in order to incorporate any work by third party subcontractor(s).

Should the Vendor's bid result in an award, the Vendor shall be required to agree that it will not substitute key personnel assigned to the performance of the Contract without prior written approval by the Contract Lead. Vendor shall further agree that it will notify the Contract Lead of any desired substitution, including the name(s) and references of Vendor's recommended substitute personnel. The State will approve or disapprove the requested substitution in a timely manner. The State may, in its sole discretion, terminate the Services of any person providing Services under this Contract. Upon such termination, the State may request acceptable substitute personnel or terminate the contract Services provided by such personnel.

4.6 VENDOR'S REPRESENTATIONS

If Vendor's bid results in an award, Vendor agrees that it will not enter any agreement with a third party that may abridge any rights of the State under the Contract. If any Services, deliverables, functions, or responsibilities not specifically described in this solicitation are required for Vendor's proper performance, provision and delivery of the Service and deliverables under a resulting Contract, or are an inherent part of or necessary sub-task included within such Service, they will be deemed to be implied by and included within the scope of the Contract to the same extent and in the same manner as if specifically described in the Contract. Unless otherwise expressly provided herein, Vendor will furnish all its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the Vendor to provide and deliver the Services and/or other Deliverables.

4.7 AGENCY INSURANCE REQUIREMENTS MODIFICATION

1. Potential for damage to State property or property of a third party,
2. Potential for bodily injury to State employees or third parties,
3. Whether Vendor will transport State property, clients, or employees,
4. Use of a vehicle to accomplish the work or to travel to or from State locations,
5. Anticipated physical contacts of the Vendor with the State,
6. Anticipated number and activity of Vendor personnel within the State, and
7. Any other unique considerations that could result in harm, bodily injury, or property damage.

A. Default Insurance Coverage from the General Terms and Conditions applicable to this Solicitation:

- ☐ Small Purchases
- ☐ Contract value in excess of the Small Purchase threshold, but up to \$1,000,000.00
- ☒ Contract value in excess of \$1,000,000.00

B. The Procurement Entity has conducted a risk assessment and determined that certain default coverage provisions in the North Carolina General Terms and Conditions paragraph entitled *Insurance*, should be increased from the minimums stated. Increased or additional insurance coverage amounts for this Solicitation are as follows. Coverages not changed here remain as stated in the General Terms and Conditions.

4.8 LOBBYING ACTIVITY CERTIFICATION FOR FEDERAL GRANTS

Federal law prohibits recipients of federal funds, whether through grants, contracts, or cooperative agreements, from using those funds to influence or attempt to influence (lobby) a federal official in connection with obtaining, extending, or modifying any federal contract, grant, loan, or cooperative agreement. Further, federal law requires that applicants for federal funds certify:

- that they abide by the above restrictions;
- that they disclose any permissible (non-federal) paid lobbying on the Federal Awards being applied for; and
- that such certification requirements will also be included in any subawards meeting the applicable thresholds.

Vendors must complete and submit the CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS and the OMB STANDARD FORM LLL when responding to this solicitation.

4.9 SUBCONTRACTORS

No portion of the work shall be subcontracted without prior written consent of the State. In the event that the Vendor desires to subcontract some part of the work specified herein, the Vendor shall furnish with their bid the names, qualifications, and experience of their proposed subcontractors. The Vendor shall, however, remain solely and fully liable and responsible for the work done by its subcontractor(s) and shall assure compliance with all the requirements and specifications of the contract.

4.10 SECRETARY OF STATE REGISTRATION

Prior to entering into a contract with the State, the awarded Vendor(s) must complete registration with the NC Secretary of State. Upon notification of award, the selected Vendor(s) must furnish evidence of filing within 10 business days. Failure to provide this documentation may result in the disqualification of the Vendor(s) bid from further consideration for the award. No purchase orders shall be issued prior to confirmation of completed registration with the Secretary of State.

A contract award under the above-referenced solicitation, and the resulting purchase orders, will produce repeated orders and transactions in North Carolina and will constitute "transacting business" in the State, which requires a certificate of authority from the North Carolina Secretary of State as provided in G.S. §55-15-01 (corporations) or §57D-7-01 (LLCs). Please go to: <https://www.sosnc.gov/> to register.

Vendor has registered with the North Carolina Secretary of State: Yes ☐ No ☐

5.0 SPECIFICATIONS AND SCOPE OF WORK

The North Carolina Department of Public Safety (NCDPS) Division of Emergency Management (NCEM) seeks to award an agency specific All-Hazard term convenience contract to multiple Vendors for emergency turn-key base camps and required partial wrap-around services. Turn-key services include all rental, mobilization, set up, administration, operation, and demobilization of full base camps where a specified number of first responders or other personnel will be housed for a definitive period of time. Wrap-around services include all rental, mobilization, set up, administration, operation, and demobilization of needed components (not a full base camp) found within a base camp for a definitive period of time to meet the specific needs of the state.

5.1 SPECIFICATIONS

The specific items and any specifications that the Procurement Entity is seeking are listed below. Items offered by the Vendor must meet or exceed the listed Specifications to be considered for award. This IFB is divided into two (2) parts; (1) turn-key base camp services and (2) wrap-around services. Vendors may bid on one (1) or both parts.

1. TURN-KEY BASE CAMP COMPLEXES TYPE I, TYPE II, TYPE III & TYPE IV:

Refer to Section 5.1.3, Base Camp Type I, II, III, & IV Specifications and Requirements, for detailed requirements associated with each Base Camp type. Vendor shall maintain a capability to establish, support, and maintain full-service capabilities for Type I, II, III, & IV "Base Camps" as defined in Section 5.1.3, Base Camp Type I, II, III, & IV Specifications and Requirements.

- The intent is for the Vendor to be able to activate those resources immediately upon notification of all-hazard event declaration and become fully operational within three (3) days of activation based on the National Incident Management System (NIMS) Base Camp Criteria Type as outlined in this attachment.

- ii. Activities at these sites are estimated to run typically from 14-30 days, but in catastrophic events, may run up to 365 days.
- B. Locations and NIMS Types of Base Camps may be established anywhere in the 100 counties of the State of North Carolina.
- C. Vendor shall maintain resources, and schedule routine inspections and maintenance on its equipment as required to always maintain 24-hour readiness.
- D. Vendor shall keep these resources uploaded in vendor-supplied, secured mobile platforms, containers and/or equipment trailers.
- E. NCEM shall provide suitable locations to establish the complex upon issuance of an emergency purchase order. NCEM shall arrange for all property use agreements or necessary leases for site use.
- F. Not all sites may be "installation ready." As such, the Vendor shall be prepared to provide OPTIONAL reasonable land clearing which may include removal of small scrub trees, trash and small debris, redistribution of uneven earth, grading to a reasonable level, development and packing of temporary access unpaved dirt roads, and/or installation of temporary crushed gravel base between 2-4" as required on a site. Note that all gravel SHALL be removed upon demobilization of the site. In some instances, the Vendor shall be prepared to install an OPTIONAL temporary chain link fence with all necessary access gates. Fencing also shall be removed upon demobilization of the site. Deadline for site being operational begins after sufficient site preparation has been completed, if needed.
- G. Vendor shall carry its own asset and liability insurance on its equipment. Proof (copy) of asset and liability insurance shall be included with the response to this IFB.
- H. Resources to be provided must address the following capabilities:
 - i. Temporary structures to accommodate required activities and services.
 - ii. Sleep beds, linens, blankets and pillows.
 - iii. Accommodations for privacy of persons must be provided. Groups will be divided into:
 - 1. Single males
 - a. Day Shift
 - b. Night Shift
 - 2. Single females
 - a. Day Shift
 - b. Night Shift
 - iv. Support structures and equipment to establish a medical clinic (tables, chairs, beds, portable lamps, stools, pole-and-drape soft dividers), and office/administration area. Vendor will be required to provide all telecommunications capabilities to the office/administration complex.
 - v. Cost recovery personal toiletry hygiene kits or bulk toiletry supply items for men and women to include as appropriate:
 - 1. Toothbrush and toothpaste
 - 2. Razor and shave cream/gel
 - 3. Bar or shower gel soap
 - 4. Comb/brush
 - 5. Mouthwash/rinse
 - 6. Deodorant
 - vi. Shower towels to include (either washable or disposable items may be used):
 - 1. Washcloth
 - 2. Hand towel
 - 3. Bath towel
 - vii. Separate showers with hot/cold potable water for men and women. May be 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.
 - viii. Mobile restrooms that are climate controlled, lighted, and sufficient to support number of persons. Portable toilet units can be set up in security outposts and parking lots as needed and directed by NCEM.
 - ix. Food services
 - 1. Food services to be provided shall include three (3) meals per day for emergency workers.
 - 2. At least two (2) meals must be hot prepared meals. The third may be a cold or self-serve buffet style meal. Box lunches shall also be required. The Food Unit Leader shall determine the quantity of box lunches each day, 12 hours prior to the mealtime, and advise the Vendor.

3. All hot meals and box lunches SHALL conform to present U.S. Department of Agriculture (USDA) United States Forest Service (USFS) 14-day rotation meal plans and all present contract requirements of nutrition, quantities, food types, calorie counts, and means of service.
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.
5. Meals shall be well-balanced, nutritious, appealing and use a minimum amount of processed (canned, instant) items.
6. Fresh items, including fruit and/or salads, are to be offered with each meal.
7. Hot meals may be served either by staff or buffet style. Box lunches must conform to USFS specifications.
8. Vendor shall include an example of a 14-day rotational meal plan with its bid.
- x. Laundry services
 1. Laundry services are to be service provided “fluff and fold,” with no additional charge to the resident, same day service on-site.
 2. Optional cost-recovery dry cleaning from the residents may be provided where practical.
 3. Irons and ironing boards are to be made available to all residents. No national standard exists, and the vendor will provide details in the bid package on how to meet the requirement.
- xi. Potable Water, Wastewater, and Electric Power. The vendor must prepare options to address public works infrastructure under two (2) conditions or a mix of conditions.
 1. Option 1 assumes a “base” with no water, sewer, or power on site. Vendor must provide all necessary infrastructure to support the camp.
 2. Option 2 assumes that the vendor will have access to potable water, sewer taps (grey and black) and power. Vendors must provide all necessary means to tap into and extend these resources to their equipment.
 3. Option 3 assumes limited access to some, but not all of these resources. As such, the vendor 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.
 4. In cases where the vendor must provide resources, the vendor will be responsible for the acquisition of all potable water, and disposal of grey and black water in accordance with all local, state and federal regulations.
 5. 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 Officer or Incident Commander.
- xii. Security
 1. The Division or end-user will arrange for the provision of ONLY essential sworn law enforcement personnel of one per shift.
 2. The Vendor 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 Vendor may, if desired, independently contract directly with off-duty law enforcement personnel for all or part of these services.
 3. The Vendor shall secure all equipment once the site is established.
 4. All contract personnel SHALL always display company photo ID while on the site.
 5. The Vendor shall be required to provide photo ID for each resident at the camp as they register on-site.
 6. The Vendor shall check ID during meal periods.
- xiii. Authorized Base Camp Residents. NCEM shall determine authorized Base Camp residents for each incident and Base Camp location. Only individuals authorized by NCEM shall be permitted to reside in an Emergency Worker Base Camp.
 1. The following categories of personnel may be admitted to a contracted Emergency Worker Base Camp:
 - a. Paid and volunteer public safety personnel
 - i. Law enforcement
 - ii. Fire
 - iii. EMS/Medical

- iv. Emergency management
- v. Public works
- vi. Search and rescue teams
- vii. Disaster medical teams
- viii. Disaster mortuary teams
- ix. North Carolina and other State National Guard
- x. North Carolina Civil Air Patrol
- xi. Department of Transportation
- xii. Other government (municipal, county, state, and federal agencies)
- xiii. Nationally recognized volunteer disaster relief agencies such as:
 - 1. The American Red Cross
 - 2. The Salvation Army
 - 3. North Carolina Baptist Men
 - 4. Adventist Community Services
 - 5. Others as approved by the Division
- 2. Admission will not be permitted to commercial paid Vendors, such as:
 - a. Debris Vendors
 - b. Public utility crews (private) unless authorized by NCEM
 - c. Unaffiliated ad-hoc spontaneous volunteers (private citizens wanting to help)
 - d. Independent Vendors
- 3. All questions regarding admission shall be directed to the facility coordinator (incident commander) of the base camp. The facility coordinator will receive guidance as to approved list of agencies for admittance based upon the nature and complexity of the incident.
- xiv. Existing Utilities. Should existing utilities such as electricity, water, and sewer exist at the site, and the vendor is allowed to connect to the utilities present, the vendor shall deduct such costs from the total price on invoices as separate credit line items.

2. WRAP-AROUND SERVICES:

- A. Linens, Blankets and Pillows shall be;
 - i. Provided by the Vendor to support the capacity of the facility as specified by the State (typically 250, 500, 750 and 1000 personnel).
 - ii. Reusable and laundered two (2) times per week by the Vendor.
 - iii. Shower linens:
 - 1. to include:
 - a. Washcloth
 - b. Hand towel
 - c. Bath towel
 - 2. Washable or disposable items may be used
 - 3. Clean reusable or new disposable towers must be provided each day to each resident as specified by the State (typically 250, 500, 750 and 1000 personnel).
- B. Public Wireless Internet and Computer Services
 - i. Provide a public wireless internet service that encompasses the base camp facility, or sufficient coverage in requested areas. For planning purposes, the State may request a quarter mile radius coverage including inside two (2) fixed facilities.
 - ii. At a minimum, provide 1MB download speed and 0.5MB upload speed for computers accessing wireless internet.
 - iii. Four (4) workstations in an environmentally controlled area to be used by authorized personnel.
 - iv. One (1) networked high speed printer in an environmentally controlled area to be used by authorized personnel.
- C. Public telephone trailers
 - i. Pay phone communications
 - ii. Located typically within billeting, food service, recreation, and administrative areas at facilities to allow personnel to call family and friends.
- D. K-9 support area
 - i. Six (6) kennels;
 - ii. 2,500 square feet of fenced open pen area;
 - iii. Nutritional food for canines;

- iv. Bathing stalls;
 - v. Canine waste control;
 - vi. HVAC support;
 - vii. Includes power, water, and grey water support.
- E. Ground support unit
 - i. Transportation
 - 1. 15 passenger van;
 - 2. Cargo van;
 - 3. Straight box truck with lift gate.
 - ii. Fuel
 - 1. Unleaded gasoline;
 - 2. Ultra-low sulfur diesel fuel #2;
 - 3. All bid prices shall *not* include the inspection tax of ¼ cent per gallon;
 - 4. All bid prices shall *not* include the state road use tax;
 - 5. All bid prices shall *not* include any state sales and use tax;
 - 6. Federal tax shall *not* be included in any bid price or invoice as exemption is claimed as provided by Chapter 32 of the Internal Revenue Code;
 - 7. All bid prices shall *not* include a “Superfund Charge;” and
 - 8. No fuel surcharges will be allowed during the contract.
 - iii. Maintenance
 - 1. Mechanics – Mechanics shall be able to perform routine general maintenance on vehicles and powered equipment to include chainsaws.
 - 2. Parts – The Ground Support Unit shall be able to maintain or acquire parts rapidly to maintain equipment in operational status.
 - 3. Hazardous Materials – The Ground Support Unit shall be able to manage all hazardous materials spills at a base or camp in accordance with 29 CFR 1910.120.
- F. ATM machine – Self-sustaining with power, communications, and flexible servicing so that workers can obtain petty cash.
- G. US Postal and express mail services – When requested, the vendor will operate a facility that will provide US Postal and express mail services to authorized personnel.
- H. Sleeping unit
 - i. **The State recognizes there are no industry standards in relation to sleeping unit capacity. Bidders shall include all pertinent information in their bid response to allow the State to verify sleeping unit capacity and compliance with IFB requirements. Cost evaluation will be based upon submitted pricing for comparable Basse Camp capacities and services.**
 - ii. Shall conform with 29 CFR 1910 Subpart E, 29 CFR 1910.143 Temporary Labor Camps, and NFPA 101 Life Safety Code 2012 Edition
 - iii. Bunk bed with mattress, pillow, blanket and linens;
 - iv. Storage lockers;
 - v. GFI outlets;
 - vi. Smoke detectors and fire extinguishers;
 - vii. Includes power and HVAC support.
- I. Feeding unit
 - i. **Feeding units shall be scalable in size to feed 100 – 1000 personnel.**
 - ii. Food preparation area
 - 1. Convection ovens;
 - 2. Six (6) burner range;
 - 3. Tilt skillets;
 - 4. Three (3) compartment sink;
 - 5. Hand washing sink;
 - 6. Food prep sink;
 - 7. HVAC support;
 - 8. Cutting boards;
 - 9. Pneumatic can openers;
 - 10. Prep tables;
 - 11. Warming ovens;

- 12. Stainless steel shelving;
- 13. Integral grease trap;
- 14. All small wares;
- 15. Commercial-grade insulated food storage and transport containers for maintaining required food temperatures;
- 16. Includes power, water, and grey water support;
- 17. Includes trash dumpsters and tipping services; and
- 18. Includes refrigerated storage unit for food.
- iii. Serving and dining area
- J. Shower unit
 - i. Self-contained unit with separate showers with hot/cold potable water for men and women. May be 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.
 - ii. Includes power, water, and grey water support.
 - iii. Includes changing area.
- K. Hand washing stations
- L. Restrooms
 - i. Conformant with 29 CFR 1910.143 Temporary Labor Camps, and ANSI Z4.4.
 - ii. Trailered units;
 - iii. Multiple stalls with privacy assemblies;
 - iv. Wash sinks with hot/cold water;
 - v. HVAC support; and
 - vi. Gray water support.
- M. Laundry unit
 - i. Laundry units should be scalable to meet the needs of 250-1000 personnel in increments of 250.
 - ii. Personnel to conduct laundry activities (self-service and drop off fluff and fold);
 - iii. Laundry detergent;
 - iv. Washers and dryers;
 - v. One person, one load service using tagging/cable system or mesh bags to ensure control
 - vi. Includes power, water, and grey water support.
- N. Medical clinic
 - i. Licensed EMT;
 - ii. Facility with related equipment for first aid activities;
 - iii. Includes power and HVAC support;
 - iv. Includes bio-hazard waste support.
- O. Morale, Welfare and Recreation (MWR) unit
 - i. Public internet access;
 - ii. Fitness equipment;
 - iii. Workspaces for reports and other.
- P. Administrative office – Capable of supporting a staff of eight personnel.

In State Prepositioned Staging

Based on the projected severity of an event, the State may require the establishment of an in-state prepositioned staging area for equipment prior to impact/landfall at a location designated by the State. The in-state prepositioned staging area shall include all required components for each applicable Base Camp type.

These items include but are not limited to:

- Material handling equipment to facilitate mobilization and demobilization.
- Technicians and supplies to provide service and maintenance of installed units.
- Personnel and equipment to manage dispatch, tracking and management and all other required support needs.

There shall not be a recurring charge for equipment not put in service. The State will pay one (1) fee for the movement, staging, and reservation of the equipment for the State of North Carolina. When equipment is activated additional Purchase Orders must be in place at contracted rate for rental periods prior to mobilization. There shall be no mobilization/demobilization fee after the initial movement; any additional fees or charges will be outlined on the issued Purchase Order.

3. Base Camp Type I, II, III & IV Specifications and Requirements

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.	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.	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.	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.	Mobile 53' self-contained semi-trailer systems -or- Travel trailers, mobile bunkhouses or RVs
Set-Up Time	Time	84 – 96 hours from time of arrival on scene	84 – 96 hours from time of arrival on scene	72 - 84 hours from time of arrival on scene	48 - 72 hours from time of arrival on scene	2 – 6 hours from time of arrival on scene
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.	If required, site may require grading, debris clearance, and/or placement of 3-4" large gravel base for drainage.
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. 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.
Camp Management	Government Personnel	Type II Incident Support Team - Camp Manager Food Unit Leader Safety Officer Supply Unit Leader Facilities Unit Leader Medical Unit Leader Security Manager	Type III Incident Support Team – Camp Manager Food Unit Leader Safety Officer Supply Unit Leader Facilities Unit Leader Medical Unit Leader Security Manager	Type III Incident Support Team – Camp Manager Food Unit Leader Safety Officer Supply Unit Leader Facilities Unit Leader Medical Unit Leader Security Manager	Type III Incident Support Team 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

Emergency Worker Base Camps						
CATEGORY:		Emergency Worker Encampment/Life Support/Base Camp		KIND:	Facility System	
MINIMUM CAPABILITIES:		TYPE I	TYPE II	TYPE III	TYPE IV	OTHER
COMPONENT	METRIC	FIGURES 1 & 2	FIGURES 3 & 4	FIGURES 5 & 6	FIGURES 7 & 8	Mobile
Camp Construction, Engineering and Operations	Vendor 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 Operators 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, bunk beds or cots. Separate areas for male/female and day/night shifts. HVAC provided in all structures. 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. OPTIONAL: Linens, blankets and pillows.	750 persons, bunk beds or cots. Separate areas for male/female and day/night shifts. HVAC provided in all structures. 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. OPTIONAL: Linens, blankets and pillows.	500 persons, bunk beds or cots. Separate areas for male/female and day/night shifts. HVAC provided in all structures. 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. OPTIONAL: Linens, blankets and pillows.	250 persons, cots. Separate areas for male/female and day/night shifts. HVAC provided in all structures. Each resident shall have access to their own individual locker that can accommodate a pad lock. Cots will be provided within each sleeping structure. OPTIONAL: Linens, blankets and pillows.	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 provided in each unit. OPTIONAL: Linens, blankets and pillows

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					
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, HVAC controlled dining hall. Kitchen and dining facility complies with US Public Health Service 2005 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, HVAC controlled dining hall. Kitchen and dining facility complies with US Public Health Service 2005 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 NSF restaurant equipment. Plumbed fixtures, dual serving lines, HVAC controlled dining hall. Kitchen and dining facility complies with US Public Health Service 2005 Food Code.	500 persons per meal. Seating for 40% at a time. Fixed temporary ground level facility OR 53' Type II mobile field kitchen trailers, commercial NSF restaurant equipment. Plumbed fixtures, single serving line, HVAC controlled dining hall. Kitchen and dining facility complies with US Public Health Service 2005 Food Code.	250 persons per meal. Seating for 40% at a time. 40' Type II or III mobile feeding kitchen semi-trailer unit, commercial NSF restaurant equipment. Plumbed fixtures, single serving line, HVAC controlled dining hall. Kitchen and dining facility complies with US Public Health Service 2005 Food Code.
Food Services	Service	Three meals per day (3 hot or 2/1), USFS food service contract specifications, 24-hour food services.	Three meals per day (3 hot or 2/1), USFS food service contract specifications, 24-hour food services.	Three meals per day (2 hot), USFS food service contract specifications, 24-hour food services.	Three meals per day (2 hot), USFS food service contract specifications, Negotiated hours of food services.	Three meals per day (2 hot), USFS food service contract specifications, Negotiated hours of food services.
Showers	Equipment	Trailers / CONEX self-contained, 1200 person (ratio of 1 shower head to 10 persons in accordance with ANSI Z4.4). Specifications in accordance with USFS shower contract.	Trailers / CONEX self-contained, 900 person (ratio of 1 shower head to 10 persons in accordance with ANSI Z4.4). Specifications in accordance with USFS shower contract.	Trailers / CONEX self-contained, 600 person (ratio of 1 shower head to 10 persons in accordance with ANSI Z4.4). Specifications in accordance with USFS shower contract.	Trailers / CONEX self-contained, 550 person (ratio of 1 shower head to 10 persons in accordance with ANSI Z4.4). Specifications in accordance with USFS shower contract.	Self-contained (ratio of 1 shower head to 5-8 persons). Can be with sleeper units.
Rest Rooms	Equipment	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.	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.	Trailers, self-contained CONEX, 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.	Trailers, self-contained CONEX, 500 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.	Self-contained, 250 persons (ratio of 1 toilet to 10 persons, or 1 toilet and 0.5 urinals per 100 males), 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.

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					
Laundry	Equipment	Full-service fluff and fold laundry service with a 24-hour turn around service. In accordance with ANSI Z4.4. Irons and boards will be provided by Vendor. 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 Z4.4. Irons and boards will be provided by Vendor. 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 Z4.4. Irons and boards will be provided by Vendor. Dry cleaning on a 48-hour service.	Self-service fluff and fold laundry equipment provided for residents. Irons and boards will be provided by Vendor.	Self-service fluff and fold laundry equipment provided for residents. Irons and boards will be provided by Vendor.
Medical Clinic	Equipment	Separate tent / facility. 8 beds with linen, blankets and pillows, tables, chairs, divider wall, small refrigerator, hand sink, 2 IV poles, 2 gooseneck floor lamps, 2 folding pole stretchers with 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.	Separate tent / facility. 8 beds with linen, blankets and pillows, tables, chairs, divider wall, small refrigerator, hand sink, 2 IV poles, 2 gooseneck floor lamps, 2 folding pole stretchers with 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.	Separate tent / facility. 8 beds with linen, blankets and pillows, tables, chairs, divider wall, small refrigerator, hand sink, 2 IV poles, 2 gooseneck floor lamps, 2 folding pole stretchers with 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.	Separate tent / facility. 8 beds with linen, blankets and pillows, tables, chairs, divider wall, small refrigerator, hand sink, 2 IV poles, 2 gooseneck floor lamps, 2 folding pole stretchers with 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.	ALS ambulance with a 10' x 20' support tent, HVAC controlled, tables and chairs, and divider wall for sick calls.
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 spaces 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.
Morale, 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.	Separate tent / facility to accommodate tables, chairs, two large screen TVs, recreational equipment, board and card games, and refreshments for 200 persons. May be combined with dining hall or separate facility. OPTIONAL: Public wireless internet to extent possible. Three workstations, 1 printer.	Separate tent / facility to accommodate tables, chairs, two large screen TVs, recreational equipment, board and card games, and refreshments for 100 persons. May be combined with dining hall or separate facility. OPTIONAL: Public wireless internet to extent possible. Two (2) workstations, One (1) printer.	Separate tent / facility to accommodate tables, chairs, two large screen TVs, recreational equipment, board and card games, and refreshments for 50 persons. May be combined with dining hall or other facility. OPTIONAL: Public wireless internet.

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					
Administration	Equipment	Separate administrative area for camp 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.	Separate administrative for camp management. Resident check-in, credentialing, resource ordering, central security, and camp command element. 1 copier, 1 fax, folding tables, chairs, and administrative office supplies. Credentialing / badging system.	Separate administrative for camp management. Resident check-in, credentialing, resource ordering, central security, and camp command element. 1 copier, 1 fax, folding tables, chairs, and administrative office supplies. Credentialing / badging system.	Separate administrative for camp management. Resident check-in, credentialing, resource ordering, central security, and camp command element. 1 copier, 1 fax, folding tables, chairs, and administrative office supplies. Credentialing / badging system.	Separate administrative for camp management. Resident check-in, credentialing, resource ordering, central security, and camp command element. 1 copier, 1 fax, folding tables, chairs, and administrative office supplies. Credentialing / badging system.
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 chain 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 chain 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 chain 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 chain 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, 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.	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, camp two-way radio system with 40 radios. NOAA weather radio. OPTIONAL: Public telephone trailers for camp residents provided as available.	ISDN, DSL or satellite data access for the administration of camp operations. Includes at least six (6) computer workstations, 1 printer, 1 document scanner, 16 POTS or VoIP telephone lines to support voice and fax, camp public address system, camp two-way radio system with 30 radios. NOAA weather radio. OPTIONAL: Public telephone trailers for camp residents provided as available.	ISDN, DSL or satellite data access for the administration of camp operations. Includes at least four (4) computer workstations, 1 printer, 1 document scanner, 12 POTS or VoIP telephone lines to support voice and fax, camp public address system, camp two-way radio system with 20 radios. NOAA weather radio. OPTIONAL: Public telephone trailers for camp residents provided as available.	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 handheld megaphones. Camp two-way radio system with 20 radios. NOAA weather radio.

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					
Infrastructure Support Services	Equipment	Fuel truck with E-10 and ULSD#2, 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 with posts, fire extinguishers.	Fuel truck with E-10 and ULSD#2, 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 with posts, fire extinguishers.	Fuel truck with E-10 and ULSD#2, 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 with posts, fire extinguishers.	Fuel truck with E-10 and ULSD#2, 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 with posts, fire extinguishers.	Fuel truck with E-10 and ULSD#2, potable water trucks/trailers, wastewater vacuum truck, portable wastewater 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), fire extinguishers.
Ablution	Equipment	Potable water supply, showers, hand wash stations, laundry facilities, portable toilets, restrooms, and wastewater collection systems are to be provided at each camp, unless services already exist. All water supply equipment is rated for potable water supply in accordance with ANSI/NSF 42, 53 & 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.	Potable water supply, showers, hand wash stations, laundry facilities, portable toilets, restrooms, and wastewater collection systems are to be provided at each camp, unless services already exist. All water supply equipment is rated for potable water supply in accordance with ANSI/NSF 42, 53 & 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.	Potable water supply, showers, hand wash stations, laundry facilities, portable toilets, restrooms, and wastewater collection systems are to be provided at each camp, unless services already exist. All water supply equipment is rated for potable water supply in accordance with ANSI/NSF 42, 53 & 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.	Potable water supply, showers, hand wash stations, laundry facilities, portable toilets, restrooms, and wastewater collection systems are to be provided at each camp, unless services already exist. All water supply equipment is rated for potable water supply in accordance with ANSI/NSF 42, 53 & 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.	Potable water supply, showers, hand wash stations, laundry facilities, portable toilets, restrooms, and wastewater collection systems are to be provided at each camp, unless services already exist. All water supply equipment is rated for potable water supply in accordance with ANSI/NSF 42, 53 & 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.

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					
K-9 Support Area	Equipment	OPTIONAL: A K-9 support area will be established for USAR, bomb, drug, and/or other security/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 stations and lighting will be provided in the space. Food, water and cleaning of the space will be the responsibility of the handlers. Provision of canine food may be requested.	OPTIONAL: A K-9 support area will be established for USAR, bomb, drug, and/or other security/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 stations and lighting will be provided in the space. Food, water and cleaning of the space will be the responsibility of the handlers. Provision of canine food may be requested.	OPTIONAL: A K-9 support area will be established for USAR, bomb, drug, and/or other security/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 stations and lighting will be provided in the space. Food, water and cleaning of the space will be the responsibility of the handlers. Provision of canine food may be requested.	OPTIONAL: A K-9 support area will be established for USAR, bomb, drug, and/or other security/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 stations and lighting will be provided in the space. Food, water and cleaning of the space will be the responsibility of the handlers. Provision of canine food may be requested.	N/A
Ground Support, Maintenance and Refueling Area	Equipment and Space	OPTIONAL: A designated area will be established contiguous to the camp for the purpose of basic equipment maintenance and refueling. Includes services, equipment, parts and materials, waste disposal, fluid containment and berms and fire suppression systems in accordance with 29 CFR 1910.120.	OPTIONAL: A designated area will be established contiguous to the camp for the purpose of basic equipment maintenance and refueling. Includes services, equipment, parts and materials, waste disposal, fluid containment and berms and fire suppression systems in accordance with 29 CFR 1910.120.	OPTIONAL: A designated area will be established contiguous to the camp for the purpose of basic equipment maintenance and refueling. Includes services, equipment, parts and materials, waste disposal, fluid containment and berms and fire suppression systems in accordance with 29 CFR 1910.120.	OPTIONAL: A designated area will be established contiguous to the camp for the purpose of basic equipment maintenance and refueling. Includes services, equipment, parts and materials, waste disposal, fluid containment and berms and fire suppression systems in accordance with 29 CFR 1910.120.	OPTIONAL: A designated area will be established contiguous to the camp for the purpose of basic equipment maintenance and refueling. Includes services, equipment, parts and materials, waste disposal, fluid containment and berms and fire suppression systems in accordance with 29 CFR 1910.120.
ATM	Equipment	OPTIONAL: Portable ATM machine or trailers provided.	OPTIONAL: Portable ATM machine or trailers provided.	OPTIONAL: Portable ATM machine or trailers provided.	OPTIONAL: Portable ATM machine or trailers provided.	N/A
Postal and Express Services	Service	OPTIONAL: U.S. Postal services and express mail services (FedEx/UPS) will be arranged through the Administrative Section of the camp for residents.	OPTIONAL: U.S. Postal services and express mail services (FedEx/UPS) will be arranged through the Administrative Section of the camp for residents.	OPTIONAL: U.S. Postal services and express mail services (FedEx/UPS) will be arranged through the Administrative Section of the camp for residents.	OPTIONAL: U.S. Postal services and express mail services (FedEx/UPS) will be arranged through the Administrative Section of the camp for residents.	N/A

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					
	BASE CAMPS: 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 “turnkey” 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 Type I and Type II to build a 1,500-person camp. The Vendor shall provide the capability to construct and operate base camps and accommodate 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 & 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 generators, diesel 4,000-watt light towers, utility vehicles, tooling and equipment for plumbing, electrical, instrumentation, and other consumables including kitchen utensils. Vendor shall also provide operations centers, recreation facilities and communication services to include telephone and wireless internet connectivity. The Vendor 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. There are five levels of Base Camps: • Type I support 1000 persons • Type II supports 750 persons • Type III supports 500 persons • Type IV supports 250 persons • Other: Mobile Life Support Trailers OVERVIEW of Services provided at a Base Camp include: Staffing and Management: • Camp construction is considered turnkey, 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 introduce sub-contracts for various items or services in the camp. • Prime Vendor provides all engineering and support staff. • Overall, camp management is the responsibility of government at some level with the assignment of at least a Type III IMT or IST. Billeting / Camp Type: • First choice of accommodation 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 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 have 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. • For small deployments or where teams move 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 ten (10) personnel. 53’ semi-trailer can accommodate 12-24 persons.					

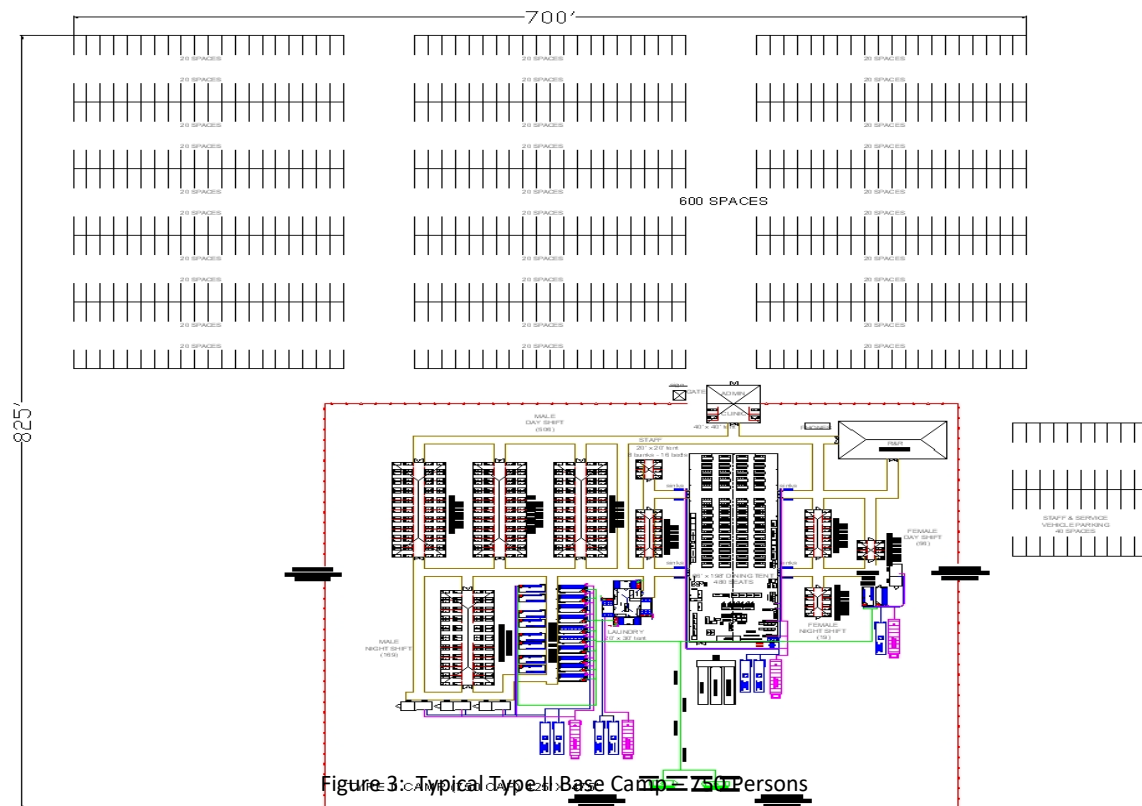
Emergency Worker Base Camps						
CATEGORY:	Emergency Worker Encampment/Life Support/Base Camp			KIND:	Facility System	
MINIMUM CAPABILITIES:		TYPE I FIGURES 1 & 2	TYPE II FIGURES 3 & 4	TYPE III FIGURES 5 & 6	TYPE IV FIGURES 7 & 8	OTHER Mobile
COMPONENT	METRIC					
	Food Services: Food services will 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. Shower Accommodations: Shower trailers or CONEX systems will be brought in. These trailers/CONEX typically accommodate six (6) to Ten (10) persons at a time, including 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. Restroom Accommodations: Porta-potties will not be used unless no other resources are available, except in remote areas 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 lit, 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. Laundry Facilities and Services: 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. Medical Care: A basic medical clinic will be provided to afford routine medical check-ups and care. Vendor 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. Morale, Welfare and Recreation Facility: 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. Administration: - Personnel check-in. Agencies sending emergency personnel to 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.					

Bid Number: 19-IFB-1731368372-BJL

Vendor: _____

CATEGORY:		Emergency Worker Encampment/Life Support/Base Camp		KIND:	Facility System	
MINIMUM CAPABILITIES:		TYPE I	TYPE II	TYPE III	TYPE IV	OTHER
COMPONENT	METRIC	FIGURES 1 & 2	FIGURES 3 & 4	FIGURES 5 & 6	FIGURES 7 & 8	Mobile

Figure 2: Typical Type I Base Camp – 1000 Persons



Emergency Worker Base Camps						
CATEGORY:		Emergency Worker Encampment/Life Support/Base Camp		KIND:	Facility System	
MINIMUM CAPABILITIES:		TYPE I	TYPE II	TYPE III	TYPE IV	OTHER
		FIGURES 1 & 2	FIGURES 3 & 4	FIGURES 5 & 6	FIGURES 7 & 8	Mobile
COMPONENT	METRIC					

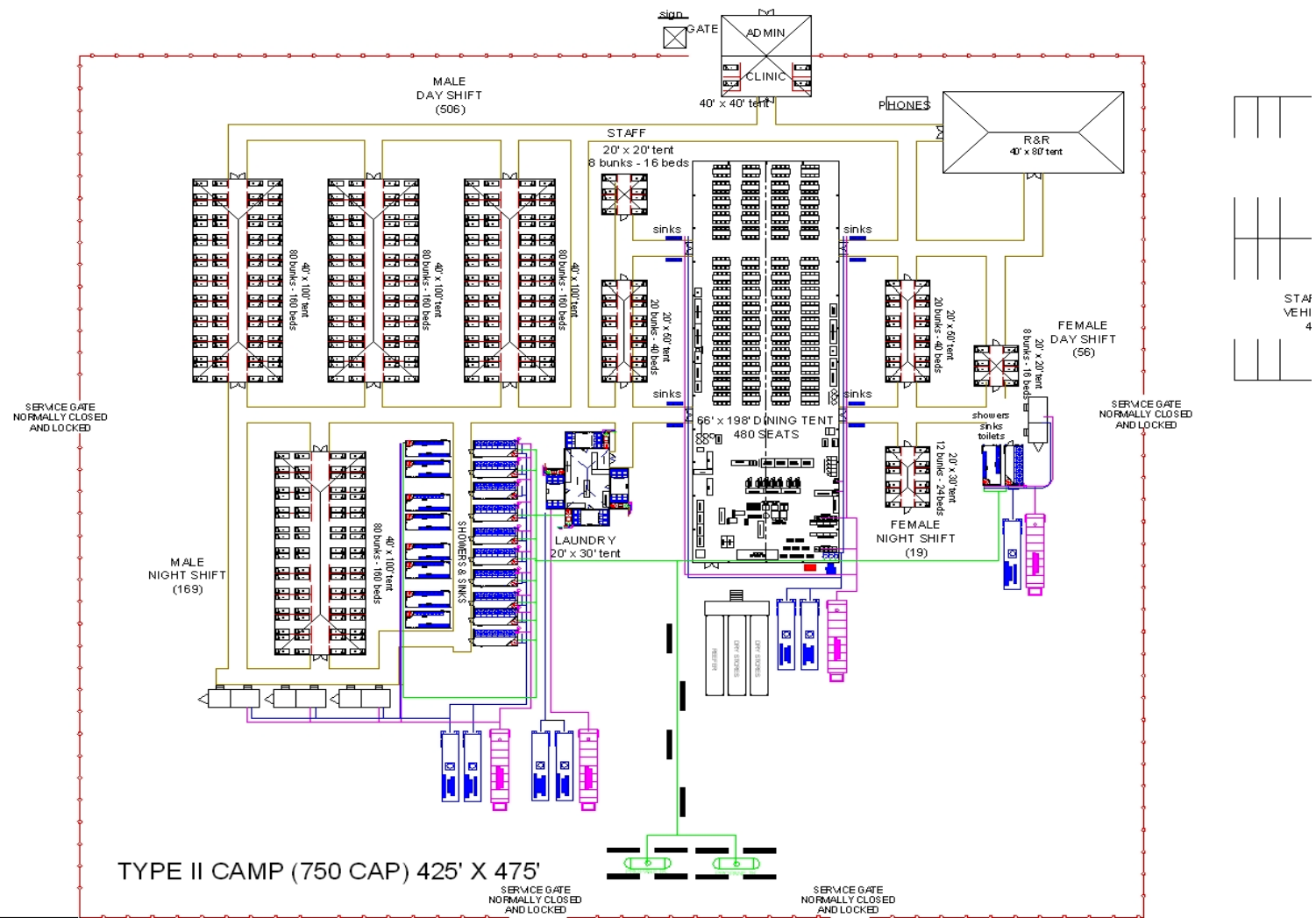
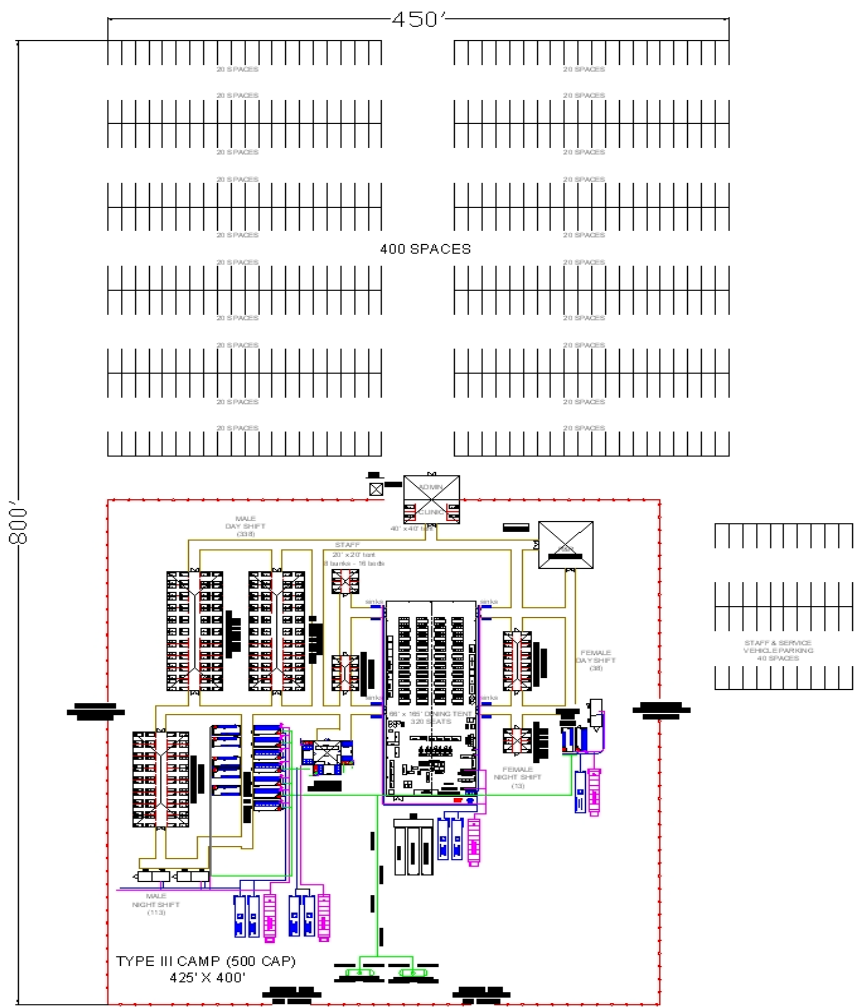


Figure 4: _____
II Base Camp – 750 Persons

Typical Type



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

Figure 5: Typical Type III Base Camp – 500 Persons

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

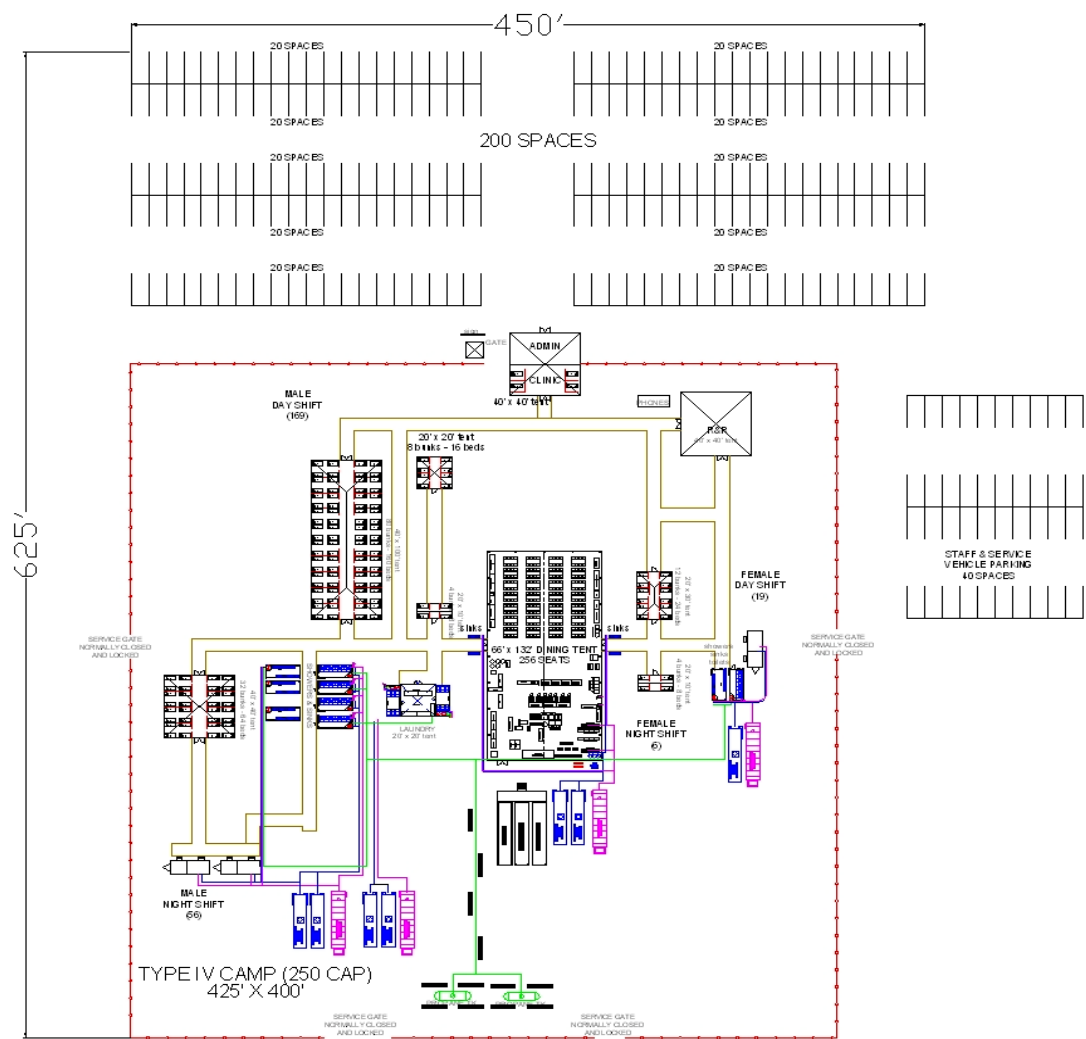


Figure 6:
III Base
Persons

Typical Type
Camp – 500

Emergency Worker Base Camps						
CATEGORY:		Emergency Worker Encampment/Life Support/Base Camp		KIND:	Facility System	
MINIMUM CAPABILITIES:		TYPE I	TYPE II	TYPE III	TYPE IV	OTHER
COMPONENT	METRIC	FIGURES 1 & 2	FIGURES 3 & 4	FIGURES 5 & 6	FIGURES 7 & 8	Mobile

Figure 7: Typical Type IV Base Camp – 250 Persons

Emergency Worker Base Camps						
CATEGORY:		Emergency Worker Encampment/Life Support/Base Camp		KIND:	Facility System	
MINIMUM CAPABILITIES:		TYPE I	TYPE II	TYPE III	TYPE IV	OTHER
COMPONENT	METRIC	FIGURES 1 & 2	FIGURES 3 & 4	FIGURES 5 & 6	FIGURES 7 & 8	Mobile

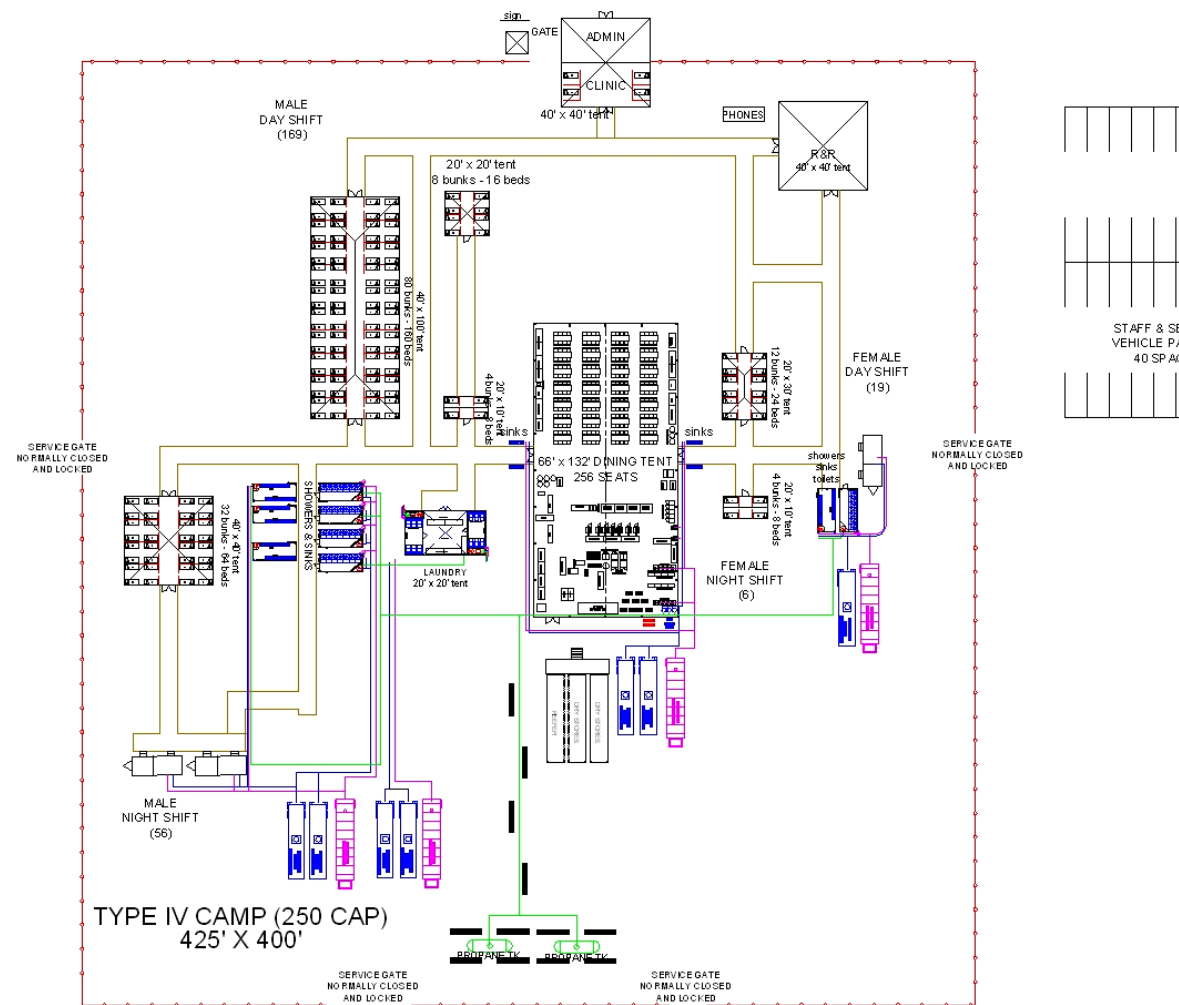


Figure 8: Typical Type IV Base Camp – 250 Persons

5.2 CERTIFICATION AND SAFETY LABELS

Any manufactured items and/or fabricated assemblies provided hereunder that are subject to operation under pressure, operation by connection to an electric source, or operation involving a connection to a manufactured, natural, or LP gas source shall be constructed and approved in a manner acceptable to the appropriate inspector which customarily requires the label or re-examination listing or identification marking of the appropriate safety standard organization *acceptable to govern inspection where the item is to be located*, such as the American Society of Mechanical Engineers for pressure vessels; the Underwriters Laboratories and /or National Electrical Manufacturers' Association for electrically operated assemblies; or the American Gas Association for gas operated assemblies, where such approvals of listings have been established for the type of device offered and furnished. Further, all items furnished shall meet all requirements of the Occupational Safety and Health Act (OSHA), and state and federal requirements relating to clean air and water pollution.

5.3 DEVIATIONS

The nature of all deviations from the Specifications listed herein shall be clearly described by the Vendor. Otherwise, it will be considered that items offered by the Vendor are in strict compliance with the Specifications provided herein, and the successful Vendor shall be required to supply conforming goods and/or services. Deviations shall be explained in detail on an attached sheet. However, no implication is made or intended by the State that any deviation will be acceptable. Do not list objections to the North Carolina General Terms and Conditions in this section.

6.0 CONTRACT ADMINISTRATION

All Contract Administration requirements are conditioned on an award resulting from this solicitation. This information is provided for the Vendor's planning purposes.

NCEM Contract Administrator:

NCEM Contract Manager:

Any other Role?

6.1 CONTRACT MANAGER

The Vendor shall be required to designate and make available to the State a contract manager. The contract manager shall be the State's point of contact for Contract related issues and issues concerning performance, progress review, scheduling, and service.

Contract Manager Point of Contact	
Name:	
Office Phone #:	
Mobile Phone #:	
Email:	

6.2 SUPPORT QUESTIONNAIRE AND EMERGENCY CONTACT INFORMATION

North Carolina Emergency Management (NCEM) is responsible for responding to natural and man-made emergencies twenty-four (24) hours per day, seven (7) days per week. Due to the critical nature of emergency response operations, awarded Vendor(s) shall maintain the personnel, resources, and capability necessary to respond to service requests after normal business hours, including weekends and holidays. All fields are MANDATORY and must be completed.

ADDITIONAL AGENCY QUESTIONS	VENDOR RESPONSE	
State normal hours of operation		
Provide Support 24/7/365	YES :	NO :
Projected Response time - Initial		

24 Hour Emergency and Contract Administration Contract Information		
Provide at least two 24/7 emergency contact by which orders can be placed	Name	
	Main Phone Number	
	Office Phone Number	
	Mobile Phone Number	
	Email Address	
	Name	
	Main Phone Number	
	Office Phone Number	
	Mobile Phone Number	
	Email Address	

6.3 INVOICES

Vendor shall invoice the Procurement Entity. The standard format for invoicing shall be Single Invoices meaning that the Vendor shall provide the Procurement Entity with an invoice for each order. Invoices shall include detailed information to allow Procurement Entity to verify pricing at point of receipt matches the correct price from the original date of order. The following fields shall be included on all invoices, as relevant:

Vendor's Billing Address, Customer Account Number, NC Contract Number, Order Date, Buyer's Order Number, Manufacturer Part Numbers, Vendor Part Numbers, Item Descriptions, Price, Quantity, and Unit of Measure.

6.4 HAZARD EVENT REVIEW MEETINGS

The Vendor, at the request of the State, shall be required to meet periodically with the State for Business Review meetings. The purpose of these meetings will be to review project progress reports, discuss Vendor and State performance, address outstanding issues, review problem resolution, provide direction, evaluate continuous improvement and cost saving ideas, and discuss any other pertinent topics.

6.5 CONTINUOUS IMPROVEMENT

The State encourages the Vendor to identify opportunities to improve operational efficiencies and reduce overall costs to the State throughout the term of the contract. The Vendor shall provide reports, as requested by the State, to support contract administration, operational oversight, and performance monitoring. The frequency, format, and content of such reports shall be determined by the Contract Manager based on the needs of the State.

6.6 ACCEPTANCE OF WORK

Performance of the work and/or delivery of Goods shall be conducted and completed at least in accordance with the Contract requirements and recognized and customarily accepted industry practices. Performance shall be considered complete when the Services or Goods are approved as acceptable by the Contract Manager.

The State shall have the obligation to notify Vendor, in writing ten (10) calendar days following completion of such work or delivery of a deliverable described in the Contract that it is not acceptable. The notice shall specify in reasonable detail the reason(s) it is unacceptable. Final acceptance is expressly conditioned upon completion of all applicable assessment procedures. Should the work or deliverables fail to meet any specifications, acceptance criteria or otherwise fail to conform to the Contract, the State may exercise any and all rights hereunder, including, for Goods deliverables, such rights provided by the Uniform Commercial Code, as adopted in North Carolina.

6.7 TRANSITION ASSISTANCE

If a Contract results from this solicitation, and the Contract is not renewed at the end of the last active term, or is canceled prior to its expiration, for any reason, Vendor shall provide transition assistance to the State, at the option of the State, for up to six (6) months to allow for the expired or canceled portion of the Services to continue without interruption or adverse effect, and to facilitate the orderly transfer of such Services to the State or its designees. If the State exercises this option, the Parties agree that such transition assistance shall be governed by the terms and conditions of the Contract (notwithstanding this expiration or cancellation), except for those Contract terms or conditions that do not reasonably apply to such transition assistance. The State shall agree to pay Vendor for any resources utilized in performing such transition assistance at the most current rates provided by the Contract for performance of the Services or other resources utilized.

6.8 DISPUTE RESOLUTION

During the performance of the Contract, the parties agree that it is in their mutual interest to resolve disputes informally. Any claims by the Vendor shall be submitted in writing to the State's Contract Manager for resolution. Any claims by the State shall be submitted in writing to the Vendor's Project Manager for resolution. The Parties shall agree to negotiate in good faith and use all reasonable efforts to resolve such dispute(s).

During the time the Parties are attempting to resolve any dispute, each shall proceed diligently to perform their respective duties and responsibilities under this Contract. The Parties will agree on a reasonable amount of time to resolve a dispute. If a dispute cannot be resolved between the Parties within the agreed upon period, either Party may elect to exercise any other remedies available under the Contract, or at law. This provision, when agreed in the Contract, shall not constitute an agreement by either party to mediate or arbitrate any dispute.

6.9 CONTRACT CHANGES

Contract changes, if any, over the life of the Contract shall be implemented by contract amendments agreed to in writing by the State and Vendor. Amendments to the contract can only be done through the Contract Administrator.

7.0 ATTACHMENTS

All attachments to this IFB are incorporated herein and shall be submitted by responding in the Sourcing Tool. These attachments can be found at the following Vendor Forms link for reference purposes only:
<https://ncadmin.nc.gov/documents/vendor-forms>

The remainder of this page is intentionally left blank

ATTACHMENT A: PRICING FORM

Vendor shall complete the Pricing Submittal Workbook in its entirety and submit it as part of its bid response. Pricing shall include all labor, transportation, equipment, tools, materials, supplies, mobilization, demobilization, and any other costs necessary to provide the Goods and Services described in this IFB. Unless otherwise specified, all pricing shall be submitted as all-inclusive rates in the format provided within this Pricing Submittal Workbook.

Item	Mobilization/Demobilization Rate	Weekly Rate	Monthly Rate (28 days)
Type I Turn Key Base Camp			
Type II Turn Key Base Camp			
Type III Turn Key Base Camp			
Type IV Turn Key Base Camp			
Mobile Base Camp			
In State Staging Package	Mobilization/Demobilization Rate	Weekly Rate	Monthly Rate (28 days)
Type I Turn Key Base Camp			
Type II Turn Key Base Camp			
Type III Turn Key Base Camp			
Type IV Turn Key Base Camp			
Mobile Base Camp			
Wrap Around Base Camp Complexes and Services	Mobilization/Demobilization Rate	Weekly Rate	Monthly Rate (28 days)
Linens, Blankets and Pillows			
Public Wireless Internet and Computer Services			
Public Telephone Trailers			
K-9 Support Area			
Ground Support Unit			
ATM Machine			
U.S. Postal and Express Mail Services			
Sleeping Unit			
Feeding Unit			
Shower Unit *8 Stall Shower Trailer			
Hand Washing Station			
Rest Room *8 Stall Restroom Trailer			
Laundry Unit *8 Set Laundry Trailer			
Medical Clinic			
Morale, Welfare and Recreation (MWR) Unit			
Administrative Office			
Additional Per Person Rate			

ATTACHMENT B: INSTRUCTIONS TO VENDORS

The Instructions to Vendors, which are incorporated herein by this reference, may be found here:

<https://ncadmin.nc.gov/formnorth-carolina-instructions-vendors032023/download?attachment>

ATTACHMENT C: NORTH CAROLINA GENERAL TERMS & CONDITIONS

The North Carolina General Terms and Conditions, which are incorporated herein by this reference, may be found here:

<https://www.doa.nc.gov/north-carolina-general-terms-and-conditions-5-2025/open>

The remainder of this page is intentionally left blank.

ATTACHMENT D: CUSTOMER REFERENCE FORM

Solicitation: _____

Vendor Name: _____

Instructions: Vendor shall use this template to submit three (3) customer references with its offer.

Name of Customer Organization:	
Customer Reference Name:	
Customer Reference Address:	
Customer Reference Email:	
Start Date:	
End Date:	
Explanation of contract, service agreement, or type of products and quantity provided to the organization:	

Name of Customer Organization:	
Customer Reference Name:	
Customer Reference Address:	
Customer Reference Email:	
Start Date:	
End Date:	
Explanation of contract, service agreement, or type of products and quantity provided to the organization:	

Name of Customer Organization:	
Customer Reference Name:	
Customer Reference Address:	
Customer Reference Email:	
Start Date:	
End Date:	
Explanation of contract, service agreement, or type of products and quantity provided to the organization:	

ATTACHMENT E: LOCATION OF WORKERS UTILIZED BY VENDOR

Solicitation: _____

Vendor Name: _____

In accordance with NC General Statute G.S. 143-59.4, Vendor shall detail the location(s) at which performance will occur, as well as the manner in which it intends to utilize resources or workers outside of the United States in the performance of The Contract.

Vendor shall complete items 1 and 2 below.

1. Will any work under this Contract be performed outside of the United States? YES ☐ NO ☐

If "YES":

- a) List the location(s) outside of the United States where work under the Contract will be performed by the Vendor, any subcontractors, employees, or any other persons performing work under the Contract.
- b) Specify the manner in which the resources or workers will be utilized:

2. Where within the United States will work be performed?

NOTES:

1. The State will evaluate the additional risks, costs, and other factors associated with the utilization of workers outside of the United States prior to making an award.
2. Vendor shall provide notice in writing to the State of the relocation of the Vendor, employees of the Vendor, subcontractors of the Vendor, or other persons performing services under the Contract to a location outside of the United States.
3. All Vendor or subcontractor personnel providing call or contact center services to the State of North Carolina under the Contract **shall disclose** to inbound callers the location from which the call or contact center services are being provided.

ATTACHMENT F: CERTIFICATION OF FINANCIAL CONDITION

Solicitation: _____

Name of Vendor: _____

The undersigned hereby certifies that: [check all applicable boxes]

- ☐ The Vendor is in sound financial condition and, if applicable, has received an unqualified audit opinion for the latest audit of its financial statements.

Date of latest audit: _____ (If no audit within past 18 months, explain reason below)

- ☐ The Vendor has no outstanding liabilities, including tax and judgment liens, to the Internal Revenue Service or any other government entity.

- ☐ The Vendor is current on all amounts due for payments of federal and state taxes and required employment-related contributions and withholdings.

- ☐ The Vendor is not the subject of any current litigation or findings of noncompliance under federal or state law.

- ☐ The Vendor has not been the subject of any past or current litigation, findings in any past litigation, or findings of noncompliance under federal or state law that may impact in any way its ability to fulfill the requirements of The Contract.

- ☐ He or she is authorized to make the foregoing statements on behalf of the Vendor.

Note: This shall constitute a continuing certification, and Vendor shall notify the Contract Lead within 30 days of any material change to any of the representations made herein.

— If any one or more of the foregoing boxes is NOT checked, Vendor shall explain the reason(s) in the space below. Failure to include an explanation may result in Vendor being deemed non-responsive and its submission rejected in its entirety.

Signature

Date

Printed Name

Title

[This Certification must be signed by an individual authorized to speak for the Vendor]

ATTACHMENT G: CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, & COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal Contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal Contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LL L, "Disclosure Form to Report Lobbying," in accordance with its instructions.

2. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and Contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Vendor certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Vendor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

Signature of Vendor's Authorized Official

Name and Title of Vendor's Authorized Official

Date