

REQUEST FOR PROPOSALS (RFP)
PRE-DISASTER CONTRACT FOR COMFORT SHELTERS & HYGIENE SVCS
BEAUFORT COUNTY, NORTH CAROLINA



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

Questions Regarding Proposal Package

Hollie Jones

Purchasing Officer

Ph: 252-946-7721 ext. 1080

Email: hollie.jones@beaufortcountync.gov

Technical Questions Regarding RFP

David (DC) Linton

Operations Chief of Fire & EM

Ph: 252-940-6511

Email: david.linton@beaufortcountync.gov

PURPOSE

Beaufort County, North Carolina (hereafter referred to as “the OWNER”) is soliciting proposals from qualified vendors to provide pre-disaster support services, including the deployment and operation of comfort shelters, hygiene services (shower/restroom trailers, washer/dryer trailers), and associated logistical support. The selected vendor(s) will enter into a pre-disaster contract with the County to ensure rapid response and resource availability before, during, and after emergency events.

The purpose of this contract is to secure a pre-event agreement to expedite the mobilization of emergency sheltering and sanitation and hygiene services. This contract will establish a pricing structure, response times, and operational expectations to facilitate efficient mobilization in the event of a disaster declaration or other emergency requiring sheltering and hygiene services.

Scope of Work

The awarded vendor(s) will be responsible for providing the following services on an as-needed basis:

A. Comfort Shelters

- Deployment, setup, and operation of temporary shelter facilities.
- Climate-controlled structures capable of accommodating evacuees.
- Provisions for ADA-compliant accommodation.
- Coordination with County emergency personnel for site selection and setup.

B. Hygiene Services

1. Shower and Restroom Trailers

- Mobile units equipped with hot and cold running water.
- Gender-separated facilities with ADA-compliant access.
- Regular servicing, including waste disposal, restocking supplies, and sanitation.

2. Washer/Dryer Trailers

- Mobile laundry units with industrial-grade washers and dryers.

- Supplies, including detergent and other consumables.
- Staffing for operational support as needed.

Personnel & Logistical Support

- Deployment of trained personnel for setup, maintenance, and operation.
- Equipment transport, fuel supply, and resupply operations.
- Capability to mobilize within a specified timeframe upon activation.

Response Time & Activation

- Vendor must be capable of mobilizing within [Insert Required Timeframe, e.g., 24–48 hours] upon request from Beaufort County Emergency Management.
- Vendor must maintain availability during hurricane season (June 1 – November 30) and provide standby capabilities upon notice of a pending disaster.
- All costs associated with standby services must be outlined in the fee schedule.

Proposal Requirements

Interested vendors must submit a proposal that includes the following:

1. Company Information

- Legal name, address, and contact details.
- Business entity type (corporation, LLC, sole proprietorship, etc.).
- Proof of relevant licenses, permits, and insurance.

2. Experience & References

- A summary of experience providing similar services in disaster response or emergency management settings.
- At least three (3) references from past clients, preferably government agencies.

3. Proposed Services & Capabilities

- Description of available equipment and resources.
- Staffing levels and qualifications of personnel.
- Maintenance and servicing schedules for equipment.
- Storage and staging locations.

4. Pricing & Fee Schedule

- Personnel Costs (Hourly/daily rates, including overtime, per diem, and lodging).
- Equipment Costs (Daily/weekly rates for shower/restroom trailers, washer/dryer trailers, and other units).
- Travel & Lodging Costs (Mileage rates, fuel surcharges, lodging per person per day).
- Other Costs (Setup/take-down fees, standby fees, emergency surcharges).

5. Response & Deployment Plan

- Logistics plan detailing mobilization procedures and expected deployment times.
- Incident Command System (ICS) compliance and integration with emergency response operations.
- Contingency plans for supply chain disruptions.

6. Insurance & Compliance

Contractors must provide proof of insurance in accordance with Beaufort County policies, including:

- Proof of General Liability Insurance (\$1M per occurrence / \$2M aggregate).
- Worker's Compensation coverage as required by North Carolina law.
- Compliance with FEMA reimbursement requirements and procurement guidelines.

EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

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

SUBMISSION DEADLINE & CONTACT INFORMATION

Proposal Deadline: 06/13/2025

Submission Format:

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

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

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

the County on time. The OWNER shall not be responsible for late deliveries or mail delays. All proposals will be opened publicly.

TERMS AND CONDITIONS

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

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

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

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

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

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

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

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

A. Workers' Compensation – In accordance with statutory requirements.

B. Commercial General Liability - The vendor shall provide coverage for all operations including, but not limited to, Contractual, Products and Completed Operations, and Personal Injury. With a limit of \$500,000 of each occurrence.

C. Business Automobile Liability - The vendor shall provide coverage for all owned, non-owned and hired vehicles with limits of not less than \$1,000,000.00, per occurrence, Combined Single Limits (CSL) or its equivalent.

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

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

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

Beaufort County Emergency Management

1420 Highland Dr.

Washington, NC 27889

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

HUB

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

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

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

Attachment A

Acknowledgement of Amendment(s)

Issue Date:

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

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

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

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

Amendment No. _____, **Dated** _____

Amendment No. _____, **Dated** _____

Amendment No. _____, **Dated** _____

Contractor Name: _____

Address: _____

Signature of Authorized Representative: _____

Title: _____

Phone Number: _____