

REQUEST FOR PROPOSALS (RFP)

Pre-Disaster Contract for Potable Water Supply & Distribution

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 potable water supply and distribution services on a pre-disaster, as-needed basis. This contract aims to ensure the rapid deployment of drinking water to affected areas following a disaster or emergency event that disrupts normal water supply services. The selected vendor will provide all necessary personnel, equipment, transportation, and logistics to support potable water distribution throughout the county.

SCOPE OF WORK

The awarded contractor will be responsible for the following services:

1. Water Supply & Distribution

- Provision of potable water in bulk (tankers, bladders, etc.) or packaged form (bottled water, water pouches, etc.).
- Establishment and operation of mobile and fixed water distribution points within Beaufort County.
- Direct delivery of water to shelters, critical facilities, and vulnerable populations as directed by Beaufort County Emergency Management.

2. Equipment & Logistics

- Procurement and deployment of water tankers, storage bladders, and pumps as needed.
- Provision of secondary water treatment or filtration, if required.
- Coordination with local, state, and federal agencies to ensure compliance with emergency water safety standards.

3. Personnel & Staffing

- Deployment of trained personnel to operate water distribution points and manage logistical needs.
- Availability of technical experts for water quality assurance and equipment maintenance.

- Compliance with all safety and regulatory requirements, including OSHA and EPA standards.

4. Response Time & Activation

- Vendor must be capable of mobilizing within 24 hours of notice to proceed.
- Water distribution must commence within 48 hours of activation.
- Vendor must provide 24/7 availability for emergency activation.

PROPOSAL REQUIREMENTS

Interested vendors must submit a complete proposal that includes the following:

1. Company Background & Experience

- Description of company history, experience in emergency water supply services, and relevant past performance.
- List of previous government contracts or emergency deployments.

2. Technical & Operational Approach

- Proposed methods for potable water supply, storage, and distribution.
- List of available equipment, including storage capacity and transport capabilities.
- Contingency plans for supply chain disruptions.

3. Personnel & Staffing Plan

- Qualifications and certifications of key personnel.
- Staffing plan, including deployment capabilities and shift schedules.

4. Pricing & Fee Schedule

- Personnel Costs: Hourly rates for field staff, supervisors, technical experts, and support staff.
- Equipment Costs: Rental or usage rates for tankers, bladders, pumps, and other necessary equipment.
- Supply Costs: Price per gallon or per unit for bulk and packaged potable water.
- Travel & Lodging: Per diem rates per person, travel reimbursement, and lodging expenses.

5. Compliance & Certifications

- Proof of compliance with local, state, and federal water safety regulation
- Copies of relevant certifications, including water quality assurance and OSHA compliance.
- E-Verify certification, and applicable licenses.

6. References

- Contact information for at least three (3) clients who have received similar services.

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 INSTRUCTIONS

Proposal Deadline: June 13th, 2025

Submission Format:

Firms or companies desiring to provide services, as described in the Scope of Work, shall submit sealed proposals with original, three (3) complete copies clearly marked '**RFP for Potable Water Supply Distribution**', 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: _____