



BALDWIN ELECTRIC MEMBERSHIP CORPORATION

19600 State Highway 59

Summerdale, AL 36580

REQUEST FOR PROPOSAL (RFP) FOR LOGISTICS SERVICES

Baldwin Electric Membership Corporation (Baldwin EMC) is a member-owned cooperative supplying electric service to more than 83,000 meters throughout Baldwin County and southern Monroe County in southwestern Alabama. Our service territory is located between Mobile, Alabama, and Pensacola, Florida, and includes Gulf Shores and Orange Beach. We are the largest electric cooperative in the state of Alabama and one of the fastest-growing electric cooperatives in the nation.

Baldwin EMC is seeking proposals from qualified contractors to supply all needed items to set up and maintain a full logistics site(s) both under normal working conditions and under a pandemic, including but not limited to, Sleep Tents, Sleep Trailers, Catering Units, Shower Units, and Laundry Units in the event of a federal, state, or electric power distribution system declared disaster required by Baldwin Electric Membership Corporation (BEMC). Proposals may be submitted to the attention of: Briana Coleman, at BEMC's office at 19600 State Highway 59, Summerdale, Alabama, 36580 or via e-mail to stormrfp@baldwinemc.com until April 1, 2022.

BEMC reserves the right to reject any or all proposals that do not meet the requirements of this RFP and to waive any informalities or technicalities therein.

BALDWIN ELECTRIC MEMBERSHIP CORPORATION

Karen Moore

Chief Executive Officer

REQUEST FOR PROPOSAL FOR LOGISTICS SERVICES
(BALDWIN EMC LOGISTICS RFP)

INSTRUCTIONS TO CONTRACTORS

Envelopes are to be marked “SEALED PROPOSAL-DO NOT OPEN - 2022 BEMC LOGISTICS PROPOSAL” clearly along with company name, date, and time information is due. The proposal should be addressed as follows:

Mrs. Briana Coleman
Baldwin EMC
19600 State Hwy 59
P.O. Box 220
Summerdale, Alabama 36580

Or e-mail proposal to stormrfp@baldwinemc.com. Proposals submitted in hard copy must be provided in triplicate.

RFP ENCLOSED

Item: BEMC Logistics Proposal
Owner: Baldwin Electric Membership Corporation
Proposal Due Date: April 1, 2022

Proposals must be received by April 1, 2022, regardless of postmarking or carrier guarantees. All questions regarding this proposal should be directed to Baldwin EMC at stormrfp@baldwinemc.com. Answers or revisions to the RFP will be communicated by addenda posted to BEMC’s website at <https://www.baldwinemc.com/request-for-proposals-basecamp-logistics-services/>.

RFP Timeline:

The anticipated schedule for this RFP and contract award is as follows:

RFP Published	March 1, 2022
Questions from Interested Contractors Due	March 15, 2022
BEMC to Issue Addenda (if necessary)	March 18, 2022*
Proposal Due Date	April 1, 2022 by 11:59 p.m.

All times are listed in the Central Time Zone.

BEMC reserves the right to amend the anticipated schedule as it deems necessary.

*** BEMC will endeavor to issue any addenda on or before this date, but reserves the right to issue addenda at any time prior to the proposal due date and time.**

GENERAL PURPOSE INSTRUCTIONS AND INFORMATION

Objective

The primary objective of the attached document is to solicit pricing proposals for comparison of Logistics Services including but not limited to Sleep Units, Catering Units, Showering Units and Laundry Units **in the event of a federal, state, or electric power distribution system declared disaster.**

The solicitation of a proposal or acceptance of a proposal does not obligate BEMC, the Owner, to provide any quantity of work to any contractor. Work should only begin after receiving a Work Authorization form from BEMC.

Scope of Work

The Scope of Work includes, among other things, the provision of housing, sanitation, laundry, dining, utilities, and fuel for BEMC's emergency power restoration workforce after a disaster. The full Scope of Work can be found in the RFP at Attachment A.

Insurance, Bond, and Other Expenditures

Until authorized by the Owner, the Contractor should not purchase any insurance for the purposes of this proposal.

No bond is required for the purposes of this proposal.

Until authorized by the Owner, the Contractor is warned not to make any expenditure for the purposes of this proposal.

Contractor Emergency Contact Information

The Owner is requesting the Contractor provide in Attachment F a comprehensive listing of emergency contact information. The Contractor may append to this document as Attachment F, pre-prepared documentation of the emergency contact information.

Contract Bond & Proof of Insurance

The Owner will request an insurance certificate whenever the completed Work Authorization is sent to Contractor.

Proposal Generalities

The Contractor is to complete this proposal with the expectations of the base camp being self-contained unless specified in Proposal scenarios.

All work shall be done in conformance with all applicable state and federal laws.

Confidentiality of Proposal Information

The items summarized in Attachment A will NOT be announced or released to the public.

Proposal Evaluation

Each proposal will be evaluated based on the following criteria:

Evaluation Factor	Maximum Possible Score
Past Performance	30
Capabilities / Asset Ownership	30
Pricing	25
Depth and Detail of Proposal	15

Owner reserves the right to award the contract to other than the lowest price offeror.

All qualified Contractors will be extended a Master Services Agreement that will contain the general

GENERAL PURPOSE INSTRUCTIONS AND INFORMATION

terms and conditions under which the Contractor must perform the work. Work Authorizations will be used to activate Contractor and contain the specific terms of the work required. Contractors will be issued Work Authorizations in the order of their evaluation scores. **No obligations are expected or given under this proposal until a Work Authorization form is completed and signed by Owner and Contractor.**

Proposal Documents

The Contractor is to complete all documents and answer all questions as outlined in the section: Summary of Proposal Documents. The Owner reserves the right to disqualify a Proposal because of any document itemized in the Summary of Proposal Documents not being completed and submitted as part of the Proposal.

Hold Harmless

The Contractor agrees to defend, pay on behalf of and hold harmless the Owner, its directors, officers, agents and employees from all claims of whatsoever nature or kind, including those brought by employees of the Contractor and its agents and subcontractors. The Contractor agrees to defend and pay all costs in defending these claims, including attorney fees. Further, the Contractor agrees to maintain public liability and property damage insurance (including automobile, public liability and property damage insurance) to cover the obligations set forth above. The minimum insurance limits of liability shall be \$1,000,000 bodily injury and property damage. The Owner shall receive a minimum 30-day notice in the event of cancellation of insurance required by this agreement. The Contractor shall furnish a certificate of insurance to the Owner showing the above obligations and requirements are provided for by a qualified insurance carrier and endorsing the Owner as an additional insured on such insurance.

Federal Funding

Owner may seek federal disaster assistance to reimburse its costs under the resulting contract, e.g., Public Assistance from the Federal Emergency Management Agency (FEMA). Contractor will comply with all applicable federal law, regulations, and executive orders. BEMC will pay Contractor per the terms and conditions of their Master Services Agreement and Work Authorization. BEMC's payment to Contractor is not contingent on BEMC's receipt of federal funding; however, Contractor will cooperate and assist Owner in its efforts to obtain reimbursement from FEMA.

ATTACHMENT A

Summary of Proposal Documents

To be considered a bona fide Proposal, Contractor shall submit the following:

1. A written Proposal detailing Contractor's qualifications and work experience providing logistics services, including references for similar projects, a detailed description of products and services available, and a list of all owned assets and equipment. The Proposal must specifically identify the type, size, and capacity of the products offered.
2. A sample Master Services Agreement for the scope of work. All contracts will be required to include the provisions required by 2 C.F.R. § 200.327, as applicable. More information about these provisions is available here: https://www.fema.gov/sites/default/files/documents/fema_contract-provisions-guide_6-14-2021.pdf. Sample contracts need not include these provisions at the time of submission of the proposal, but will be required to include them at execution should an award be made.
3. Itemized pricing for all Contractor's offerings consistent with the Pricing Guidelines provided as Attachment J to this RFP.
4. Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Lower Ineligibility and Voluntary Exclusion—Lower-Tier Covered Transactions – Attachment B
5. Certification for Contracts, Grants and Cooperative Agreements. (Note that if lobby activities have been utilized by the contractor, the standard Form LLL, "Disclosure of Lobbying Activities" is also to be submitted) – Attachment C
6. E-Verify Certification – Attachment D
7. Emergency Contact Information – Attachment F
8. Contractor Exceptions – Attachment G
9. Proposal Inquiry Contact Information – Attachment H
10. Price Estimate Form – Attachment K

The Owner reserves the right to disqualify a Proposal because of any document itemized in the **SUMMARY OF PROPOSAL DOCUMENTS** not being completed and submitted as part of the Proposal.

ATTACHMENT A: PERFORMANCE WORK STATEMENT

BACKGROUND

Baldwin Electric Membership Corporation is soliciting proposals to provide turnkey services to stand up and operate one or more base camps in the event of a disaster and/or emergency. The contract may be for a multi-year term. Within this document Baldwin Electric Membership Corporation may be referred to as “Owner” and parties providing proposals may be referred to as “Contractor”.

SCOPE OF WORK

The scope of this Performance Work Statement includes providing base camp support services inclusive of mobilization, minor site preparation, installation of base camp equipment and services, base camp management and operation, and demobilization as set forth herein.

- Services and equipment could include but not limited to:
 - 3 meals (hot breakfast, boxed lunch, hot dinner) per day
 - shower and bathroom facilities (to include all necessary equipment)
 - sleep trailers – sleep tent pricing is not to be included in the estimated weekly price provided in Attachment K, but sleep tent pricing may be provided as an option in Contractor’s itemized price proposal
 - dining tents
 - equipment tents
 - drink trailers
 - ice trailers
 - snack trailers
 - light towers
 - dumpsters
 - laundry facilities
 - potable water
 - water filtration system
 - fueling services
 - electricity generation

The Contractor shall house all authorized camp occupants within trailers with air conditioning and heating (HVAC) and, if applicable, leveled plywood floors (or equivalent), as well as provide bedding, meal services, kitchen, dining hall, operations center, medical units, security, fuel (unleaded & diesel), refrigerated trucks, shower units, hand wash units, potable (drinking) water, toilets, on-site manifold distribution of black and grey water and associated on-site sanitation systems, complete laundry service, industrial generators, and light towers. Each occupant of the housing facility must have his or her own bed and power outlet.

Any of the services and/or items listed may be required or not required, based on the specific needs of the Owner. The Owner will be responsible for issuing a Work Authorization to the Contractor detailing their specific requirements before the Contractor begins work. The Owner will also be responsible for notifying the Contractor if women will be sleeping at the base camp. If women are staying at the base camp overnight, they will require separate sleeping quarters, showers, and restroom facilities.

When preparing price estimates assuming a pandemic, pricing proposals will need to be based on 50% occupancy for dining, lodging, and restroom needs. Double antibacterial handwashing

ATTACHMENT A

stations will also need to be provided during pandemic situations.

GENERAL INFORMATION

The Contractor shall be capable of establishing and maintaining a base camp within disaster-impacted areas. The Contractor shall provide complete, turnkey base camp operations as designated by the Owner within the designated disaster area.

The Contractor shall have sufficient staffing capabilities that are supported by a team of trained specialists to professionally set-up, operate, and manage the camp. The Contractor shall have the capability of expanding or reducing assets (equipment) based on changing mission needs and camp population. The Contractor shall have sufficient equipment readily available for rapid deployment and preventive maintenance programs to ensure optimum equipment readiness levels at all times. Pricing on all base camp facilities should include hook-up and disconnect of any plumbing, electrical, and/or mechanical systems to adequately run the base camp.

Contractor shall provide a complete itemized price list for all offerings consistent with the Pricing Guidelines provided at Attachment J. In addition, Contractor shall complete the Price Estimate Form at Attachment K to indicate an estimated weekly price for a typical base camp for 200, 500, 1,000, and 1,500 occupants, based on the itemized price list provided. The weekly prices provided in the Price Estimate Form shall be supported by sample invoices.

MOBILIZATION AND DEMOBILIZATION

The Contractor shall provide separate mobilization and demobilization price for each item, piece of equipment, or service component requested, which will include all activation costs associated with delivery and removal of all required physical and manpower resources for the subject item/equipment/component to setup a base camp. If a separate mobilization and demobilization price is not included for an item, equipment, or service, then it will be assumed that the those costs are included in the price for the item, equipment, or service and no additional price may be charged for mobilization or demobilization. **Contractor's estimated weekly price for 200, 500, 1,000 and 1,500 occupant base camps provided in Attachment K should be inclusive of mobilization and demobilization.**

HOURS OF CAMP OPERATION

Base camp hours of operation are 24 hours a day, 7 days a week. The base camp shall be open all holidays.

CONTRACTOR STAFFING

The Contractor's staff shall be comprised of multi-disciplined personnel operating around the clock while the camp is in operation. Staff sizing will be dependent on the size and scope of the camp operation and shall be sufficient to ensure that the camp is managed efficiently and effectively. The Contractor represents that to the extent required, it has complied with all EEO, debarment, e-verify, and lobbying laws, including all applicable federal, state, and local laws and/or regulations, and declares compliance by executing the documents presented within.

EQUIPMENT

The Contractor shall have the capability to provide assets that can be expanded and reduced, based on mission needs and camp population. The Contractor will be required to provide an Equipment Inventory report to Owner's Designated Basecamp Coordinator, hereinafter also referred to as the "Designated Coordinator." The inventory list shall include all equipment brought to the site. The Contractor shall have sufficient equipment available for rapid deployment and

ATTACHMENT A

preventive maintenance programs to ensure optimum equipment readiness levels at all times.

FURNISHED PROPERTY/EQUIPMENT/SERVICES

The Owner will furnish land and be responsible for the site lease for the base camp. The site condition for a base camp may vary significantly. The Owner reserves the right to provide any other equipment or services to support base camp operations. Contractor is responsible for repairs to the site caused by the contractor's equipment or employees.

SAFETY STANDARDS

The base camps shall be kept in compliance with applicable OSHA rules found at 29 CFR and all other applicable local, state and federal regulatory standards and conditions.

Fire Extinguishers shall be provided for each individual structure and sized appropriately for its occupancy and rated for Type ABC fires. Special areas such as kitchens may require other rated type extinguishers appropriate for their specific location.

CODE ADHERENCE

The Contractor is responsible for adherence to applicable local, state, and federal building regulations and laws, including all local and State Health Department regulations.

DAILY LOGS

The Contractor shall maintain daily camp logs. Copies of the logs shall be made available to the Designated Coordinator. Daily logs shall be documented on a standardized report and presented to the Designated Coordinator for signature.

The Contractor's employees, including sub-contracted employees, shall be included in occupancy, meal or laundry counts for billing purposes, and shall be included as a separate category in the daily camp summary reports to aid the Designated Coordinator in the event of an emergency or evacuation situation.

REQUIREMENTS

CONTRACTOR RESPONSIBILITIES

The Contractor shall provide all necessary labor, supervision, equipment, tools, materials, fuel distribution, and supplies necessary to provide the items and services described herein and set forth in any Work Authorization.

If subcontractors will be used, Contract must take the affirmative steps required by 2 C.F.R. § 200.321(b) to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

BASE CAMP PHASE-IN/PHASE-OUT

The Owner shall perform all necessary site preparation and make the site ready for the placement of all Contractor provided equipment and assets.

The Contractor shall provide a schedule for the Work Authorization to ensure a smooth transition from the time the Work Authorization is issued/awarded to full camp operational status (phase-in). The transition plan for the phase-in period shall include mobilization, site preparation, contractor employee training and orientation, assessment of potential security risks, and assumption of full operational responsibility. A similar plan shall be made in preparation of closing

ATTACHMENT A

the base camp.

Base camps will be set-up and fully operational as set forth in the Work Authorization within 36 hours of signing the Work Authorization or as defined when the Work Authorization is signed.

BASE CAMP CAPACITY

The Contractor shall construct the base camp to meet the base camp capacity as set forth in the Work Authorization. Actual camp occupancy may vary from camp capacity. Base Camp Capacity is defined as the number of camp occupants the base camp is designed, constructed and outfitted to support. Base Camp Population or Occupancy is defined as the number of individuals lodging at the base camp. Base camp occupancy or population may change significantly over the duration of the Work Authorization. The Designated Coordinator will give the Contractor notification prior to any changes in the estimated camp population. Costs for increasing and/or decreasing services and/or equipment at the base camp shall be discussed with the Designated Coordinator and signed off by the Contractor.

RESTROOM FACILITIES

The Contractor shall provide portable restroom trailers and/or portable toilets at each base camp to ensure compliance with OSHA standard 29 CFR § 1910.142(e) & (f)(3). All units shall be fully serviced daily as the site capacity requires. All restroom facilities shall be sanitized twice daily with a disinfecting solution. All wastewater shall be collected and removed from the base camp site. The wastewater shall be transported offsite and disposed at permitted treatment facilities. Disposal locations (including GPS coordinates) of wastewater must be provided to the Owner each day. The Contractor is responsible for ensuring that the restroom facilities remain stocked with water (hot and cold), toilet paper, antibacterial hand soap and paper towels. When available, public utilities shall be utilized and the availability of public utilities will be made aware to the Contractor at the time of Work Authorization award. At least one restroom facility for women should be available.

MOBILE SHOWER FACILITIES

The Contractor shall provide mobile shower facilities to ensure compliance with OSHA standard 29 CFR § 1910.142(f)(3). Shower facilities shall have individual stalls, sinks with mirrors and outlets for hairdryers. All showers and sink facilities shall be sanitized twice daily with a disinfecting solution. The Contractor is responsible to ensure that the shower facilities remain stocked with shampoo, conditioner, soap, wash cloths, and towels.

LAUNDRY FACILITIES

The Contractor shall provide laundry services and personnel to ensure that clean, fresh linens and towels are available for each occupant starting no later than the 3rd day. This includes all towels for showers, bedding and any linens for the dining facility. Bed linens will be changed every 7 days starting on the 7th day by the contractor. Contractor will be responsible for detergent and other supplies necessary to perform the laundry services.

A drop and fold service for base camp occupants' personal laundry shall be available for daily drop-off and pick-up starting no later than the 3rd day. Drop off and pick-up service for base camp occupants shall be provided with a maximum 24-hour turnaround time and service will be included in Attachment K.

POWER AND HVAC

As applicable, the Contractor shall provide power and HVAC to power the requirements of the camp. Temporary power and HVAC shall be provided via mobile diesel generators and heating

ATTACHMENT A

and cooling units sized to support the facility needs. Units shall be self-contained and mobile and off the road transportable. Units shall be sound attenuated with noise levels rated at no higher than 69 dBA. Panels and transformers shall be placed as required by the site configuration. Distribution shall be provided with cam lock connectors and sized to applications. GFCI outlet boxes shall be placed throughout the facility as design requires. Wherever cabling crosses roadways or pedestrian areas, cable ramps shall be used for safety and protection. All electrical equipment shall be UL Listed and rated for NEMA 3R and 4 applications. Electrical systems shall be installed pursuant to NEC (National Electrical Code) requirements by licensed electrical personnel. HVAC shall be provided for all structures in sufficient capacities to cool tented areas to approximately 72 degrees Fahrenheit from ambient temperatures of 95 degrees and heat to approximately 70 degrees Fahrenheit from ambient temperatures of 40 degrees. All mobile HVAC units shall be operated on a digital thermostat control.

ENVIRONMENTAL CONTROL UNITS (ECU)

The Contractor shall ensure that all dining facilities are equipped with reverse cycle (Heat and A/C) ECU's capable of controlling the ambient temperature inside the facility to a reasonable level even during maximum capacity periods. ECU's should be capable of maintaining the temperature inside the dining facility in accordance with Power and HVAC.

LIGHT TOWERS

The Contractor shall ensure that an adequate number of light towers are placed around the base camp to provide light at night. Light towers shall contain high intensity bulbs for servicing large areas. For price estimates in Attachment K, assume that 1 light tower is needed per 25 occupants. The cooperative may choose to increase the number of towers once the event has begun at the same unit price in the proposal.

PHOTO IDENTIFICATION CARDS

All Contractor employees, including sub-contractors, shall have identifiable markings on their outer clothing displayed at all times. Additionally, identification badges with their name and photograph showing they are employees of the Contractor must be worn and visible at all times.

LODGING

The Contractor shall provide lodging for the personnel assigned to the camp. Lodging shall be provided in commercially available climate-controlled facilities which include floors, doors, lights, sleeping cots and fire extinguishers in accordance with OSHA standard 29 CFR § 1910.142. All camp occupants shall have their own bed/cot and own sleeping area. Every available bed shall have its own designated electrical outlet within arm's reach for occupants' use, e.g., CPAP machines or phone charging. Contractor shall provide one set of linens for every camp occupant, including pillows, pillowcases, sheets, and blankets. Linens should be changed by contractor on the bed every seven days starting on the 7th day or as determined by the Designated Coordinator. Tent lighting shall be provided at a rate of (20) foot candles and will be placed on timers for blackout times to accommodate sleep schedules. All lights shall be NEC and UL listed for outdoor and wet conditions. Cell phone charging areas shall be provided throughout the lodging. If women are staying at the base camp overnight, separate sleep quarters will be required. Do not include pricing for separate trailers for women in your estimate in Attachment K. Provide per trailer pricing for this service as an option in the itemized price proposal.

The first choice of accommodations will be sleep trailers provided by the contractor. Second choice will be to erect tents as lodging. Lodging facilities shall have adequate capacity to accommodate pandemic requirements. The weekly cost estimate in Attachment K should include the cost of sleep trailers. Optional pricing for tents should be included in the itemized price

ATTACHMENT A

proposal.

Proposals in Attachment K should list lodging needed for contractor staff separately. If lodging for contractor staff is not listed separately, it is assumed that this cost is included in total cost and will not be invoiced separately.

BASE CAMP OPERATIONS OFFICE

Pricing should include one 30 foot trailer per base camp to be utilized by cooperative employees for administrative functions.

TENTS

Trailers are the preferred and first choice for basecamps. If tents are used, the following shall apply:

Tents provided shall be installed in accordance with referenced codes and manufacturers' approved engineering data. Air movement within structures shall be in accordance with ANSI Z.4.1.4. These documents can be located at www.osha.gov.

For privacy and to accommodate 24/7 work schedules, windows are required to be able to close. Flooring shall be in compliant with OSHA standard 29 CFR § 1910.142 (b)(8)(9) &(11).

As applicable, flooring shall be placed within all interior portions of the tents to provide a firm level working or living area. Prior to placing floors on the ground, a pest control service shall be utilized to eliminate potential bug or insect hazards. Periodic screenings and repeat applications shall be provided as needed to ensure inactivity.

Sleeping cots shall be constructed of nylon and aluminum or equivalent and have a minimum 300 lb capacity. Cots shall be placed in compliance with OSHA standard 29 CFR § 1910.142(b)(5).

KITCHEN AND DINING FACILITY

The Contractor shall provide a dining facility at the base camp which shall comply with OSHA standard 29 CFR § 1910.142. The Contractor shall provide food preparation services capable of providing meals to meet base camp occupancy levels. The Contractor shall provide three meals per day (Breakfast, Lunch, and Dinner). Hot coffee, tea, and water as well as unlimited snack trailer/table shall be made available at a 24 hour service bar. Boxed lunches shall be provided to camp occupants/workers after breakfast and will remain available until dinner for incoming workers. Breakfast and Dinner shall be hot meals and will be provided either full service buffet or individually served in meal prep containers, accordingly in a pandemic. This will include meals for workers staying at the base camps, cooperative employees working at any cooperative owned/operated location, and basecamp contractor employees due to working conditions and lack of available food, and contractors staff/security personnel located at each base camp. Contractor shall take steps to ensure only the aforementioned individuals are served meals.

If food is charged at cost, charges must be supported by detailed invoices from the source of this food.

Food supplies shall be staged in appropriate storage equipment, dry vans, or refrigerated/freezer trailers until prepared. Contractor is responsible for monitoring storage temperatures of refrigerated/freezer trailers. Meal counts for each meal shall be provided to the Designated Coordinator on a daily basis per the daily report. The Contractor shall provide a dining facility

ATTACHMENT A

adequate to feed the base camp population within a (2) hour window at breakfast and within a (3) hour window at dinner or within a schedule as agreed to by the Designated Coordinator. The dining facility shall have adequate seating capacity to accommodate the pandemic requirements. Designated Coordinator representative shall notify kitchen to set aside dinners if field workers will be arriving to the basecamp after designated dinner hours. Contractor will ensure saved meal are kept at appropriate temperatures.

The Contractor shall ensure that all personnel entering or working in food preparation and/or serving areas shall wear masks, hairnets, or disposable hats in accordance with local and State Health Codes and Regulations. The Contractor shall ensure that employees are neat and clean. Single-use, food-grade gloves shall be worn when serving meals. The Contractor shall ensure that each Mobile Food Service Unit Manager and Supervisory Cook has a current Certificate of Completion for food service management, handling, and sanitation training. During a pandemic, food service workers will follow CDC guidelines.

Sample menus must be included with your proposal. These menus should be indicative of services provided to other similar base camps as described in this RFP.

The cooperative may require the contractor to provide a log of persons receiving each meal. This service will be discussed and agreed upon after the event is begun. This service will be discussed in more detail during conversations regarding the contract.

HAND-WASHING STATIONS

The Contractor shall furnish a sufficient number of hand-washing stations at each entrance to the dining area for personnel to use prior to entering and shall furnish sufficient hand-washing stations near restroom and Lodging facilities. The Contractor is responsible to ensure that the hand wash stations remain stocked with water, antibacterial hand soap, and paper towels throughout the dining period.

SANITATION INSPECTIONS

Contractor is subject to evaluations by Owner representatives and should have access to the kitchen and dining area(s) for compliance with sanitation standards as required by local, state, and federal regulations prior to the commencement of operations and randomly during operation of the facilities.

The cleanliness of each space and related equipment will be measured by means of the Food Service Sanitation Ordinance and Code, Part V of the Food Service Sanitation Manual, U.S. Public Health Service Publication 934 (1965).1910142(i)3). When a food establishment exceeds critical violation limits, the establishment may be shut down until required sanitation standards are restored. The Contractor shall be responsible for any and all costs associated with closure due to the Contractor's failure to maintain acceptable sanitation standards.

MEDICAL UNIT

The Contractor shall provide a medical unit staffed with one Registered Nurse (RN) qualified in Advance Cardiac Life Support (ACLS) procedures. The medical unit shall be capable of handling all medical emergencies in accordance with American Heart Association, Advanced Cardiac Life-support (ACLS) at a minimum. The Medical Unit shall be equipped to provide basic care for minor illness and injury; this will include dispensing of common over the counter medications. Medical personnel shall provide medical services to occupants and Contractor employees 24 hours a day, 7 days a week, unless directed otherwise by the Designated Coordinator. Contractor should assume 12 hour shifts for medical personnel. The cost of medical units must be included in

ATTACHMENT A

Attachment K.

The Contractor will be responsible for documenting all work-related illnesses and injuries. Traumatic injuries must be reported immediately to the Designated Coordinator and included on the daily log, while occupational disease or illness should be reported on the daily log.

The Contractor shall develop and maintain camp specific medical plans that include camp processes and procedures in the event of an emergency. The plan shall identify local medical treatment facilities and transportation routes to the treatment facilities.

AUTOMATIC EXTERNAL DEFIBRILLATORS (AED)

Automatic External Defibrillators (AEDs) will be placed in all areas of assembly (i.e. Dining Facility, Lodging, etc.). AEDs shall be located in proximity to the main entrance door and be marked with a large predominant sign.

SECURITY

The Contractor will provide armed guard services for protection of personnel, facilities, and equipment. This activity will include the ability to establish and maintain a 24-hour physical security. The Contractor shall supply security personnel based on camp size as follows:

200	One armed security person at all times
500	One armed security person at all times
1,000	Two armed security persons at all times
1,500	Three armed security persons at all times.

The security supervisor shall report to the Designated Coordinator or a security representative the Designated Coordinator assigns. The Contractor shall provide a separate trailer/s or tent to support the security team, the size of the trailer/s or tent should be based on the base camp occupant ratio given above.

Provide optional itemized pricing for additional security services on a per officer per hour price to be used at other cooperative operated facilities.

Due to the nature of providing security services during times of disaster recovery, all security personnel used in these capacities shall be licensed in and shall comply with all Federal and State laws or local ordinances related to the regulation of private security officers or agencies.

WASH FACILITIES

The Contractor shall provide potable water supply, showers, hand wash stations, laundry facilities, portable toilets, restrooms and wastewater collection systems at each camp. All water supply equipment shall be rated for potable water supply in accordance with ANSI/NSF 42, 53, & 61 standards. Water systems shall be operated in accordance with OSHA standard 29 CFR § 1910.142.

WASTEWATER

The Contractor shall ensure that wastewater from showers, laundry, hand-washing stations, restroom facilities and kitchen facilities shall be collected into pump stations and pumped to storage tanks. All wastewater onsite shall be collected. Vacuum trucks shall maintain a service schedule to remove the wastewater from the tanks and transport offsite to dispose of at a permitted treatment facility. Disposal locations (including GPS coordinates) of wastewater must be provided to the owner each day. Use of Containerized On-Site Wastewater Systems may be

ATTACHMENT A

used if authorized by the Designated Coordinator. When available, public utilities shall be utilized.

SOLID WASTE COLLECTION AND DISPOSAL (DUMPSTERS)

The Contractor shall provide all necessary solid waste and trash collection and disposal for the base camp in accordance with OSHA standard 29 CFR § 1910.142(i)(3) I, State and local regulations. Disposal locations (including GPS coordinates) of solid waste must be provided to the owner each day. Contractor shall supply an adequate number of trash cans at the base camp, which should be emptied daily or greater as required.

CLEANING/JANITORIAL SERVICES

The Contractor shall provide cleaning/janitorial services for all components of the base camp. All sleeping areas shall be cleaned once daily or more frequently if needed. The kitchen and dining facility shall be cleaned after each meal. Cleaning and janitorial services should be performed sufficiently to keep the base professionally clean and sanitary at all times.

SUPPORT EQUIPMENT

The cost estimates included in Attachment K must include all necessary support equipment to attain the objective established in this scope of work. The contractor and/or cooperative may increase or decrease the type and amount of support equipment required throughout the event. The type and amount of support equipment should be itemized in the supporting documents for Attachment K.

CAMP DEMOBILIZATION

The Contractor shall demobilize the base camp within 24 hours of notice, or as negotiated, by the Designated Coordinator. The Contractor shall demobilize camp, clean the site, remove/dispose of all garbage and used materials and return the site to its original condition within 7 days of the demobilization notice.

PAYMENT TERMS

Payment terms will be NET 60 days from receipt of an acceptable Contractor invoice by the Owner. Contractor will be allowed to submit invoices on a weekly basis. Invoices should include a clear definition of each service/equipment provided, the number of units, the unit price, and the location that each piece of equipment was used. Any subcontractors that are billed separately to the cooperative must be supported with the invoice from subcontractor to the contractor. Cost of demobilization and mobilization shall be supported with the origin of each piece of equipment used at the base camps and the destination to which each piece of equipment was returned.

The pricing proposed in the itemized price list shall be all-inclusive. No additional markup, administrative fee, or similar item(s) may be included in the itemized prices proposed as a separate line item. Cost-plus-percentage-of-cost pricing is prohibited.

A LA CARTE ITEMS

FUEL DISTRIBUTION

The Contractor shall provide fuel dispensing operations for regular gas and diesel fuel and fuel storage to support the Owner and their contracting partners' fuel needs during the duration the basecamp is active. Contractor will be responsible for dispensing fuel into work vehicles before the start of each workday (i.e., fueling is likely to occur most often overnight) and will be available to dispense fuel throughout the workday if needed. Contractor will have spill containment supplies and equipment on hand to response to potential fuel spills. Fuel, lubricants, and oil and their related operations shall be managed, stored, and disposed of in accordance with all Federal,

ATTACHMENT A

State, and local laws and regulations. Fuel will be paid on invoiced cost of fuel to the logistics contractor. Fueling services will include the staffing and equipment to fuel parked vehicles located throughout each base camp while the workers are sleeping. Contractor should be able to fuel both diesel and gasoline vehicles. Contractor will account for all gallons used by each vehicle and will identify the date of service, company, vehicle number, license plate, type of fuel, and number of gallons used for each fueling service. Fueling services will also be made available by the contractor throughout the day at a central fueling location.

Fuel purchase invoices must be provided to support the cost of fuel purchased.

ROADSIDE ELECTRONIC MESSAGE BOARDS

For traffic control and safety, the contractor should provide a unit price for a roadside electric message board. The cooperative will designate the number of message boards to be used at each base camp.

FENCING AND BARRICADES

If required, the Contractor shall provide fencing and barricades around the perimeter of the base camp, as set forth in the Work Authorization. Within the 36 hours timeframe for initial set-up, the Contractor shall also provide temporary chain-link fencing or similar around areas which are "off limits" to occupants. This is to ensure the health and safety of occupants to prevent injuries from all hazards (i.e. tripping). Fences, barriers, and implemented separation mechanisms shall comply with all local, state, and applicable building codes and regulations. Cost of fencing should be included as an option on the itemized price proposal, but not included in the price estimates provided in Attachment K.

**ATTACHMENT B: CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION—LOWER-TIER COVERED
TRANSACTIONS**

“Non-federal entities and contractors are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR 180. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.” (2 CFR 200.212)

This certification is required by regulations implementing Executive Order 12549, Debarment and Suspension, for all lower-tier transactions meeting the threshold and tier requirements. (2 CFR 180.300)

Terms Defined

- *Nonprocurement Transaction*: A transaction under federal non-procurement programs, which can be either a primary covered transaction or a lower-tier covered transaction. (2 CFR 180.970)
- *Lower-Tier Covered Transaction*: (1) Any transaction between a participant and a person other than a procurement contract for goods or services, regardless of type, under a primary covered transaction; (2) any procurement contract for goods or services between a participant and a person, regardless of type, expected to equal or exceed \$25,000; (3) any procurement contract for goods or services between a participant and a person under a covered transaction, regardless of amount
- *Participant*: Any person who submits a proposal for or who enters into a covered transaction, including an agent or representative of a participant. (2 CFR 180.980)
- *Principal*: An officer, director, owner, partner, principal investigator, or other person within a participant with management or supervisory responsibilities related to a covered transaction; or a consultant or other person, whether or not employed by the participant or paid with federal funds, who (1) is in a position to handle federal funds; (2) is in a position to influence or control the use of those funds; or (3) occupies a technical or professional position capable of substantially influencing the development or outcome of an activity required to perform the covered transaction. (2 CFR 180.995)
- *System for Award Management (SAM) Exclusions*: The list maintained and disseminated by the General Services Administration (GSA) containing names and other information about persons who are ineligible. (2 CFR 180.945).
- *Debarment*: Action taken by a debarring official to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1). A person so excluded is debarred. (2 CFR 180.925)
- *Suspension*: Action taken by a suspending official that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (2 CFR 180.1015)
- *Ineligible or Ineligibility*: A person or commodity is prohibited from covered transactions because of an exclusion or disqualification. (2 CFR 180.960)
- *Person*: Any individual, corporation, partnership, association, unit of government, or legal entity, however organized. (2 CFR 180.985)

ATTACHMENT B

- *Proposal*: A solicited or unsolicited bid, application, request, invitation to consider, or similar communication by or on behalf of a person seeking to participate or to receive a benefit, directly or indirectly, in or under a covered transaction.
- *Voluntary Exclusion*: A person's agreement to be excluded under the terms of a settlement between the person and one or more agencies. Voluntary exclusion must have governmentwide effect. (2 CFR 180.1020)
- *Voluntarily Excluded*: The status of a person who has agreed to a voluntary exclusion. (2 CFR 180.1020)

Instructions for Certification

1. By signing and submitting this proposal or agreement, the prospective lower-tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower-tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower-tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower-tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower-tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower-tier participant agrees by signing or certifying and submitting this proposal or agreement that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower-tier participant further agrees by signing or certifying and submitting this proposal or agreement that it will include the clause titled Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—Lower-Tier Covered Transactions, without modification, in all lower-tier covered transactions and in all solicitations for lower-tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower-tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to, check the non-procurement list.

ATTACHMENT B

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower-tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion— Lower-Tier Covered Transactions

1. The prospective lower-tier participant certifies, by signing or certifying and submitting this proposal or agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation.

Contractor Name

RFP Number

Name

Title

Signature

Date

ATTACHMENT C

ATTACHMENT C: BYRD ANTI-LOBBYING CERTIFICATION

Certification for Contracts, Grants, Loans, and 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 any 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.

(2) 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-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) 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.

Contractor Name

RFP Number

Name

Title

Signature

Date

ATTACHMENT D

ATTACHMENT D: E-VERIFY CERTIFICATION

E-Verify Certification for Contracts, Grants, Loans, and Cooperative Agreements

Section 31-13-1 et seq. of the Code of Alabama (1975)(the "Act") requires that all employers in Alabama use the E-Verify system to determine whether employees are authorized to work in the state. In order to be authorized under the system, potential employees must be a citizen of the United States or a lawfully present foreign national. As of September 1, 2011, all CONTRACTORS or SUBCONTRACTORS working with Baldwin Electric Membership Corporation, (BEMC), are required to comply with the requirements of the Act by registering with and utilizing E-Verify through the United States Department of Homeland Security and performing checks using E-Verify to determine whether their employees or subcontractors are eligible to work in Alabama.

The Act provides that employers hiring unauthorized workers may be subject to civil and criminal liability for violations of the Act

The undersigned certifies that they have been given notice of the requirements of The Act and will abide by the provisions set forth therein.

Organization Name

Name of Authorized Official

Signature

Date

ATTACHMENT E

ATTACHMENT E: HOLD HARMLESS

_____ (Name of Contractor) agrees to defend pay on behalf of and hold harmless Baldwin Electric Membership Corporation and its directors, officers, agents, and employees from all claims of whatsoever nature or kind, including those brought by employees of _____ (Name of Contractor) and its agents and subcontractors. _____ (Name of Contractor) agrees to defend and pay all costs in defending these claims, including attorney fees.

Further, _____ (Name of Contractor) agrees to maintain public liability and property damage insurance (including automobile, public liability and property damage insurance) to cover the obligations set forth above. The minimum insurance limits of liability shall be one million dollars (\$1000,000) bodily injury and property damage. Baldwin Electric Membership Corporation shall receive a minimum 30-day notice in the event of cancellation of insurance required by this agreement. _____ (Name of Contractor) shall furnish a certificate of insurance to Baldwin Electric Membership Corporation showing that the above obligations and requirements are provided for by a qualified insurance carrier and endorsing as an additional insured on such insurance.

This Attachment E, Hold Harmless, is for presentation purposes only. Do not complete or execute this form. Hold Harmless will be included in Work Authorization documentation.

ATTACHMENT F

ATTACHMENT F: EMERGENCY CONTACT INFORMATION

Provide a comprehensive list of contacts, i.e., key personnel, whom BEMC may contact in the event of an emergency to notify Contractor of an imminent need for Services.

Name: _____

Title: _____

Home Phone: _____

Mobile Phone: _____

Office Phone: _____

E-mail Address(es): _____

Other means of contact: _____

Name: _____

Title: _____

Home Phone: _____

Mobile Phone: _____

Office Phone: _____

E-mail Address(es): _____

Other means of contact: _____

Name: _____

Title: _____

Home Phone: _____

Mobile Phone: _____

Office Phone: _____

E-mail Address(es): _____

Other means of contact: _____

[Additional pages may be added, if needed.]

ATTACHMENT G

ATTACHMENT G: CONTRACTOR EXCEPTIONS

If Contractor cannot provide the scope of work and requirements described in Attachment A, or takes exception to any other term or condition provided in this RFP, please indicate those exceptions below. Exceptions taken by a Contractor may result in evaluation point deduction(s) and/or exclusion of proposal for consideration, depending on the extent of the exception(s). Such determination shall be at the discretion of BEMC.

ATTACHMENT H

ATTACHMENT H: PROPOSAL INQUIRY CONTACT INFORMATION

The Contractor is requested to provide contact information for personnel available to answer questions or correct errors and omissions for this Proposal document.

Name: _____

Address: _____

Phone: _____

Fax: _____

E-mail: _____

ATTACHMENT I: BILLING/INVOICING MINIMUM REQUIREMENTS

Invoice Header (Top Section)

- Your letterhead: your business name, address, telephone, email, and web address if available.
- The words "Invoice" or "Bill" clearly written towards the top of the page.
- An invoice number. You should only have one number per invoice issued. Hence, no 2 invoices should have the same number.
- An invoice date.
- Customer or client name and address (Baldwin Electric Membership Corporation, 19600 State Highway 59, Summerdale, AL 36580).

Invoice Body (Middle Section and/or Attachments)

- Job name (or description) and work order number. Note: if there are multiple jobs within a single contract, each job must be invoiced separately.
- Billing cycle
- Tabular (column) format indicating a description of each charge.

Invoice Footer (Bottom Section)

- Total amount of all individual items.
- Payment of Fixed Pricing

Supporting Documentation for Contractor Costs

- For any Contractor labor provided, Contractor must provide documentation including name, title/position, and applicable rate information, along with time records or daily reports showing the hours worked.
- For any large equipment (trailers, generators, towers, junction boxes, any support vehicles), Contractor must include the size and capacity of the equipment invoiced along with any available inventory ID or identifying number.
- Failure to include sufficient documentation on these costs may be cause for rejection of the costs or delay in payment.

Supporting Documentation for Subcontractor or Third Party Costs

- Any subcontractor or third party costs included in Contractor's invoice must be supported with the invoice from subcontractor or third party to the Contractor, or receipts, as applicable.
- Failure to include sufficient documentation on these costs may be cause for rejection of the costs or delay in payment.

Taxes

- While BEMC is established as a 501(c)12 organization doing business in the State of Alabama, and is therefore considered a "tax exempt entity", BEMC does not hold an exemption from sales or rental taxes applicable under State of Alabama law or the laws of any applicable local jurisdiction.
- Any taxes incurred by Contractor that Contractor includes in any invoice must be separately listed and information must be included sufficient to indicate how the tax is calculated and upon which items/costs it is based. Failure to include sufficient information on these costs may be cause for rejection of the costs or delay in payment.

ATTACHMENT J: PRICING GUIDELINES

- Assume all basecamps will be located in the BEMC service territory.
- Site must be turnkey. Contractor will provide all services and equipment required to furnish lodging, sanitation, dining, laundry, etc., for sites of approximately 200, 500, 1,000, or 1,500 occupants, as needed.
- Contractor shall provide itemized pricing for all offerings. Itemized pricing shall be all-inclusive. No additional markup, administrative fee, or similar item(s) may be included in the itemized prices proposed as a separate line item.
- Cost-plus-percentage-of-cost pricing is prohibited.
- The itemized price proposal shall include all services and equipment identified in Attachment A, but Contractor may also offer other items.
- Any labor proposed as a separate line item shall be on a per person basis, hourly or daily.
- Contractor must provide an estimated total cost of each camp on a per week basis in Attachment K. Failure to provide these estimates will result in disqualification.
- In preparing the weekly price estimate, Contractor should assume 1 day of mobilization, 7 days of site operation, and 1 day of demobilization.
- Contractor must provide sample itemized invoices showing unit quantities and unit prices to support the estimates provided in Attachment K.
- The weekly estimates provided in Attachment K and the supporting sample invoices are for proposal evaluation purposes only. Services performed under a Work Authorization will be invoiced and paid based on Contractor's itemized price proposal.
- For purposes of Attachment K, Contract should assume staging sites are:
 - No power
 - No water
 - No sewage available on site (self-contained)
 - Location is an open dirt field
- Price estimates in Attachment K should include the full scope of work and requirements of this RFP, except where indicated an item should be excluded.
- Due to the circumstances involving a pandemic, requirements for the subcategories in Attachment A may be changed or altered to accommodate needs. Pricing estimates will need to be based on 50% occupancy for dining and lodging needs. Additional antibacterial handwashing stations will also need to be provided.
- Baldwin EMC reserves the right to award based on "best value" and Baldwin EMC reserves the right to award contract to other than lowest price offered. Proposals will be evaluated based on the evaluation factors indicated in the RFP.

ATTACHMENT K

ATTACHMENT K: PRICE ESTIMATE FORM

The purpose of this form is to provide BEMC estimated weekly price for base camps of varying sizes, based on the Contractor's itemized price proposal. Contractor must provide sample itemized invoices supporting the estimated prices, indicating quantities of each item and unit price. The estimates provided below are for proposal evaluation purposes only. Services performed under a Work Authorization will be invoiced and paid based on Contractor's itemized price proposal.

WEEKLY PRICING OF OPERATING BASE CAMPS INCLUDING ALL REQUIREMENTS

Base Camp Size	50% Occupancy	100% Occupancy
200 Person Occupancy		
500 Person Occupancy		
1,000 Person Occupancy		
1,500 Person Occupancy		

PRICING MUST BE BASED ON THE REQUIREMENTS IN THIS DOCUMENT.

A la carte and optional pricing requested in the RFP should be indicated in the itemized price list and excluded from the weekly price estimate.

ATTACHMENT L: CHECKLIST FOR PROPOSAL SUBMISSION

Required Services to be included in overall Basecamp pricing:

- ☐ Food
- ☐ Laundry
- ☐ Lodging – Sleep Trailers
- ☐ Showers/Bathrooms/Hand washing stations
- ☐ Office Trailer for staff
- ☐ Utilities – Generators, Light Towers, Water, Sewer
- ☐ Armed Security at Basecamps
- ☐ Minimum Medical requirements

A la Carte Pricing needed:

- ☐ Light Towers per unit
- ☐ Sleep Trailer per unit
- ☐ Sleep Tent pricing
- ☐ Roadside electronic message boards per unit
- ☐ Medical unit
- ☐ Armed Security per officer per hour to potentially be used at other locations
- ☐ Fencing and barricades
- ☐ Fuel Staffing

Other proposal requirements:

- ☐ Professional qualifications and work experience
- ☐ References for similar completed projects
- ☐ Detailed description of products and services available, identifying type, size, and capacity of the products offered
- ☐ List of all owned assets and equipment
- ☐ Sample Master Services Agreement
- ☐ Itemized price proposal for all offerings consistent with Pricing Guidelines
- ☐ Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Lower Ineligibility and Voluntary Exclusion—Lower-Tier Covered Transactions
- ☐ Certification for Contracts, Grants and Cooperative Agreements. (Note that if lobby activities have been utilized by the contractor, the standard Form LLL, “Disclosure of Lobbying Activities” is also to be submitted)
- ☐
- ☐ E-Verify Certification
- ☐ Emergency Contact Information
- ☐ Contractor Exceptions
- ☐ Proposal Inquiry Contact Information
- ☐ Price Estimate Form
- ☐ Sample menus for breakfast, lunch, and dinner