

CHATHAM COUNTY PURCHASING DEPARTMENT  
ADDENDUM NO.1 to Proposal 18-0049-3

FOR: Annual Contract for Temporary Support Facility for Disaster Operations

---

PLEASE NOTE THE FOLLOWING ADDITIONS CLARIFICATIONS AND/OR CHANGES:

1. Clarification: Cots Referenced in Sections II last paragraph and X first paragraph shall read "40 sq. ft. of personal space within the tent."
  
2. Question: Regarding "at least 2 roaming guards in accordance with the camp size," is there a ratio or other requirement that will dictate how many roaming guards are required for the larger camps?  
Answer: No. It is expected that the contractor will determine the appropriate level of security based on the camp size.
  
3. Question: Page 31, Security/Fencing. What determines if the security presence is needed at the camp?  
Answer: This will be determined at the time of contract activation.
  
4. Question: Page 31, Restroom Facilities. The two different configurations, Porta-lets and trailers, have very different costs associated with them that will be reflected in the proposed pricing. Is there one that is a preference and the other requirement can be removed? The preferred for quick response and allocation would be the porta-let.  
Answer: Provide information for both.
  
5. Question: Page 27, Identification badges and meal purchasing for those without badges. If all individuals requiring access to the camp are required to have identification badges, is the requirement for those without badges to purchase via cash, debit, and credit card still applicable?

Answer: How to handle non-credentialed personnel are up to the contractor. The County will compensate the contractor for the agreed upon number of meals to serve.

6. Question: Page 25, Food Services Specifications: Will hot and cold can meals be required if all meals are to be consumed inside the dining area with the exception of sack lunches.

Answer: The contractor will have the flexibility to prepare meals as required to meet the needs of the contract.

7. Question: Page 20-21, MWR: "Attached to or adjacent to mobile units vendor should provide tables, chairs, TV, board and card games, and refreshments for a minimum of 50 persons." Is this stating that MWR items should be positioned next to each mobile shower unit, mobile laundry unit, mobile kitchen unit, etc.?

Answer: No, One MWR is required in close proximity to mobile shower unit, mobile laundry unit, mobile kitchen unit, etc. provided that these facilities are in the same area. If they are not in the same area, additional MWR's are required.

8. Question: Page 20, Administration Facility: "The contract shall provide separate administrative area for camp management, resident check-in, credentialing, resource ordering, central security, and camp command element, copiers, fax, folding tables, chairs, administrative office supplies, and Credentialing/Badge system." Does each of these separate tasks require their own administrative area within tented facilities or office trailers?

Answer: Administrative functions can be consolidated into one or multiple tents or trailers. Administrative areas shall be separated from billeting, feeding, recreation, and other non administrative areas.

9. Question: In addition to one or two type pole tents, or frame tents (assuming clear span), are HVAC controlled 19' x 35' yurt style tents acceptable?

Answer: Yes, they are acceptable.

10. Question: What is the minimum duration (guaranteed days) of base camp operations after activation?

Answer: There is no minimum duration determination.

11. Question: Are there pre-determined site locations selected already that are already cleared and provide proper drainage?

Answer: Predetermined sites have not been selected. This will be decided at the time of contract activation based on survivable and suitable locations.

12. Question: Would just like to confirm that the 72 hour timeframe on Page 16 and 17, is for fully up and running and not just for mobilizing and being on-site.

Answer: That is correct.

13. Question: What is the anticipated contract duration of an awarded contract as a result of this RFP?

Answer: This contract will be for 1 year with 4 options to renew for an additional year.

14. Change: Reference Section II, first paragraph, shall read “changes to accommodate increases or decreases in camp population shall be completed within 24 hours after notice”.

15. Change: **PROPOSAL CONTENTS:** In responding to this proposal, each proposer shall include their understanding of the County’s needs for Emergency Logistical and Staff Support (turn-key support facility) and their overall approach to those needs. Do not use font sizes below 10 point. The restriction of 30 pages is removed.

16. Change: Reference Section 3.4

**SELECTION METHODOLOGY:** Proposals will be evaluated according to the following criteria at minimum:

**Evaluating Factor:**

**Qualifications: Qualifications:** Previous experience with similar contracts. Previous experience in similar or related work, local codes, laws, and regulations governing the work, especially any business relationships with FEMA representative, past or present. (15 points)

**Expertise of Staff:** Describe the qualifications and experience of key personnel that will provide services, demonstrated knowledge and understanding of the types of services to be performed; financial Stability, and additional information relevant to the firm's capacity. (25 points)

**Understanding Scope of Service:** Fully understand the scope of services required for emergency disaster assistance; understand how these services effect a County and the economic; understanding the need to work with County officials and other Municipalities in the community; Provide a detailed list of all the services that company is able to provide and briefly outline these services to be accomplished. (15 points)

**References:** Provides a minimum of three (3) references, for similar projects within the last five (5) years, who can attest to the company's knowledge, quality of work, timeliness, diligence, working relationships, and flexibility. Provide the organization's name contact persons, phone numbers and the date and type of service performed. (5 points)

**Cost Proposal:** as outlined on cost proposal page (25 points)

**MBE/WBE/LOCAL PATICIPATION – TOTAL POSSIBLE POINTS 15,**  
Disadvantage Firm Involvement. Indicate past effort for local minority outreach and any current ongoing activities. Indicate proposed level of involvement for this project.

**Interviews/Demos (if required) (TOTAL POSSIBLE POINTS: 25)**


Any or all proposers may be requested to provide a demo or interview. If conducted, interviews will be scored.

**PROPOSAL DUE DATE WILL REMAIN AUGUST 29, 2018**

**AT 5:00 PM**

August 21, 2018

DATE

  
\_\_\_\_\_  
MARGARET H. JOYNER  
PURCHASING DIRECTOR  
CHATHAM COUNTY