December 1, 2009

TO: ALL STATE AGENCIES, SCHOOL DISTRICTS, MUNICIPALITIES, VOLUNTEER FIRE COMPANIES AND POLITICAL SUBDIVISIONS

FROM: ROXANN M. PARKER
STATE CONTRACT PROCUREMENT OFFICER II
302-857-4555

SUBJECT: **AWARD NOTICE**
CONTRACT NO. GSS10565-EMERG_MATERIAL
EMERGENCY STANDBY MATERIALS AND SERVICES

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OF
KEY CONTRACT INFORMATION

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KEY CONTRACT INFORMATION

1. CONTRACT REQUIREMENTS:

This contract will be issued to cover supplemental Emergency Standby Materials and Services requirements for the State of Delaware. Using agencies include the Department of Safety and Homeland Security, Delaware Emergency Management Agency; Department of Health and Social Services; Department of Services for Children, Youth and Their Families; Department of Agriculture; Department of Transportation; Delaware National Guard; and local agencies, having either direct or oversight responsibilities to ensure prompt and adequate response prior to, during, and after a natural, or man-made disaster or emergency. The scope of the incident could be local or statewide. Specifically, agencies must ensure the timely activation, operation, and management of evacuation operations; PODs, Community Shelters, and Emergency Worker Base Camps to ensure the displaced population receives food, water and other commodities necessary to mitigate the effects of an incident; and waste and debris management services. This contract will be accessible to any State Agency, School District, Political Subdivision, Volunteer Fire Company, or any authorized response entity in the State of Delaware that has a need, in compliance with that jurisdiction's purchasing requirements. The Using Jurisdiction is responsible for payment for services rendered.

2. MANDATORY USE CONTRACT:

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REF: Title 29, Chapter 6911(d) Delaware Code. All Covered Agencies, as defined in 29 *Del. C.* §6902(6), will procure all material, equipment, and nonprofessional services through statewide contracts administered by Government Support Services, Office of Management and Budget. Delaware State University, Delaware Technical and Community College, school districts, and the Legislative Branch are specifically exempted from the requirements of this subchapter. In addition, the Delaware Transit Corporation is exempt from the entire procurement chapter. Pursuant to 29 *Del. C.* §6904 (l) and (n), respectively, the Department of Elections, and the Board of Pension Trustees have certain exemptions from the procurement chapter which may or may not apply to this contract.

This is a contingency contract which will be used only **when other existing statewide contracts and resources cannot meet the State's needs, or local resources have been exhausted, or when expediency of response is critical to save lives and protect property, in response to local or statewide emergencies or disasters.**

3. CONTRACT PERIOD:

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Each contractor's contract shall be valid for a one (1) year period from October 15, 2009 through October 14, 2010. Each contract may be renewed for four (4) additional one (1) year periods through negotiation between the contractor and Government Support Services. Negotiation may be initiated no later than one hundred eighty (180) days prior to the termination of the current agreement.

4. CONTRACT EXTENSION:

The State of Delaware reserves the right to extend this contract on a month-to-month basis for a period of up to three (3) months after the term of the full contract has been completed.

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5. VENDORS:

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GSS10565 EMERGMATERIALV01
Ceres Environmental Services, Inc.
5590 Broadcast Court
Sarasota, FL 34240
Contact: David Preus
Phone: 800-218-4424
Fax: 866-228-5636
Email: david.preus@ceresenvironmental.com
EI#: 41-1816075

GSS10565 EMERGMATERIALV02
CrowderGulf Joint Venture, LLP
5435 Business Parkway
Theodore, AL 36582
Contact: John Ramsay
Phone: 800-992-6207
Fax: 251-459-7433
Email: jramsay@crowdergulf.com
EI#: 01-0626019

GSS10565 EMERGMATERIALV03
Deployed Resources LLC
164 McPike Rd.
Rome, NY 13440
Contact: Richard Stapleton
Phone: 315-335-2088
Fax: 315-281-0041
Email: rstapleton@deployedresources.com
EI#: 22-3782088

GSS10565 EMERGMATERIALV04
Pro-Kleen Industrial Services, Inc.
dba Porta Kleen
1030 Mill Park Dr.
Lancaster, OH 43130
Contact: Jason Coleman
Phone: 850-210-5293
Fax: 740-689-1778
Email: Jcoleman@portakleen.com
EI#: 31-1428980

GSS10565 EMERGMATERIALV05
Southeastern Emergency Equipment
PO Box 1196
Wake Forest, NC 27588
Contact: Jackie Likens
Phone: 800-334-6656
Fax: 888-556-1048
Email: Jackie@seequip.com
EI#: 56-1246302

GSS10565 EMERGMATERIALV06
Storm Services, LLC
272 Oak Hill Rd.
Cairo, GA 3982
Contact: Tommy Hopkins
Phone: 229-872-3611
Fax: 229-872-3659
Email: tommy@stormsl.com
EI#: 20-3407474

GSS10565 EMERGMATERIALV07
AshBritt, Inc.
480 S. Andrews Ave. Suite 103
Pompano Beach, FL 33069
Contact: John W. Noble
Phone: 954-545-3535
Fax: 954-545-3585
Email: jnoble@ashbritt.com
EI#: 65-0364711

GSS10565 EMERGMATERIALV08
Garner Environmental (still in negotiations)

6. STATE OF DELAWARE POINT OF CONTACT:

Vendors may contact the Delaware Emergency Management Agency via email at ops2.dema@state.de.us, or call 302-659-2216 or 302-659-2256 for any questions they may have.

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7. SHIPPING TERMS:

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F.O.B. destination, freight prepaid

8. SCHEDULE FOR PERFORMANCE OF WORK:

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Vendors will provide equipment, materials, and services with due diligence and rapid responsiveness for the duration of the emergency. Vendors must remain in regular contact with the Using Jurisdiction, as applicable, on order status. Vendors must timely notify the Using Jurisdiction of the inability to fulfill the purchase order. Timely notification will vary based on the circumstances of the incident and the urgency of need, but notification of inability to perform should occur within 2-12 hours of the issuance of the purchase order.

If the Vendor is unable to provide the requested goods or services within a timeframe deemed reasonable by the Using Jurisdiction, the Using Jurisdiction may elect to cancel the purchase order and acquire the goods or services elsewhere.

9. REMOVAL OF VENDOR-OWNED OR RENTAL EQUIPMENT AND SUPPLIES:

At the conclusion of the incident, the Using Jurisdiction and the Vendor will jointly agree to a date by which all Vendor owned and rental equipment and supplies must be removed from the incident locations.

10. PRICING:

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a. Prices or rates will remain firm for the initial one (1) year term of the contract, except fuels, unless further negotiations are deemed necessary by the State. The CPI-U and FEMA guidelines for eligible expenses may be used as a benchmark during price negotiations.

b. Fuel pricing will be adjusted daily. Pricing at cost plus a fixed price (specifying the fixed price mark-up) must be in accordance with FEMA Public Assistance policy.

A price listing by item is provided in the attached GSS10565 Award Notice Pricing Spreadsheet.

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ADDITIONAL TERMS AND CONDITIONS

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11. PERSONNEL:

The Vendor represents that they have, or will secure at their own expense, all personnel required to perform the services required under this contract.

a. All of the equipment required by this contract must be provided and operated by the Vendor, or under their direct supervision.

b. All personnel, including subcontractors, engaged in the work must be NIMS-compliant, where applicable, and fully qualified and authorized under applicable Federal, State, and local law to perform the requested services.

12. MINIMUM WAGE RATES:

Vendors should be aware that work performed under this contract may fall under the State of Delaware Minimum Wage Rates. Vendors should contact the State of Delaware Department of Labor at 1-800-452-1589, or 302-761-8069, for current and applicable wage rate requirements. Government Support Services reserves the right, under extraordinary circumstances, to renegotiate wage rates for a specific incident with the Vendor based on supply and demand.

13. OVERTIME AND PREMIUM TIME RATES:

Overtime or premium time will be paid based on pricing rates provided in GSS10565 Award Notice Pricing Spreadsheet.

14. BILLING:

The successful vendor is required to "Bill as Shipped" to the respective ordering agency(s). Ordering agencies shall provide at a minimum the contract number, ship to and bill to address, contract name and phone number.

15. PAYMENT:

The using jurisdiction involved will authorize and process for payment each invoice within thirty (30) days after the date of receipt. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions. Vendors will not charge late fees that exceed more than one (1%) per month, or twelve percent (12%) per annum.

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16. FEMA REIMBURSEMENT GUIDANCE:

For federally declared disasters, Vendors must maintain and submit to the Using Jurisdiction any and all documentation required to support FEMA reimbursement of expenditures against the contract. Additionally, Vendors must maintain all backup and supporting documentation required by FEMA for audit purposes. Timeframes for submission of the reimbursement documentation and for record retention must adhere to applicable FEMA policies. Vendors should review FEMA Guidelines and rates for eligible costs. FEMA allowable reimbursement costs may be reviewed at http://cfr.vlex.com/vid/19833801

17. VENDOR EXERCISE PARTICIPATION:

a. Vendors may be requested to participate in planned exercises or drills to ensure appropriate coordination and readiness to respond to an actual incident.

b. At Vendors' expense, Vendors may be asked to assign one (1) person to be located at, and provide assistance to, the State of Delaware Emergency Operations Center (EOC) or one of the four (4) local EOCs (three county EOCs and the City of Wilmington EOC) for one-day exercises or drills per year under this clause. Further, participation in exercises under this clause will be limited to no more than three (3) participants per year.

c. Additionally, Vendors may be asked to participate more fully in the State's exercise plan, to include participation in full-scale exercises to test components of the contract. Services provided, beyond what is specified in "b," above, will be billable to the Using Jurisdiction and reimbursed at contract rates based on the quoted pricing for exercise participation on Tab 3 of Pricing Spreadsheet**.**

18. ALLOWABLE FUEL SURCHARGES:

a. The allowable fuel indexed surcharge calculation is linked to the monthly rounded average of the national U.S. On-Highway average price for a unit of fuel, based on type, as published by the U.S. Department of Energy. The State will apply the monthly rounded average from the period two months prior to calculate the applicable fuel surcharge percentage. As an example, the June 2009 fuel surcharge percentage will be calculated by the State based on the U.S. On-Highway monthly rounded average from April 2009.

b. To view the current On-Highway Diesel Fuel Prices vendors may go to the On-Highway Diesel Fuel line on the On-Highway Diesel Fuel page at:

http://www.eia.doe.gov/pub/oil_gas/petroleum/data_publications/weekly_petroleum_status_report/current/pdf/table17.pdf

19. POINT OF DELIVERY:

a. At the time of order placement, the Using Jurisdiction will specify the end point of delivery for products and services. Vendors will not ship without obtaining a specified point of delivery from the Using Jurisdiction. Vendors are responsible for obtaining and paying fees for all duties, tariffs, highway and other special permits that may be required for delivery.

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b. Prices bid at the time of contract activation shall be assumed to include all applicable delivery, freight, and shipping charges unless otherwise specified. Certain sales and excise taxes may not be applicable to the State of Delaware or its agencies. Tax exemption certificates from using agencies shall be furnished upon request. If taxes are included in net prices, they must be deducted from the final cost.

20. REPLACEMENT OF DAMAGED OR CONTAMINATED EQUIPMENT:

It is the intent of the State of Delaware, that the determination as to whether the equipment or supplies are damaged beyond repair, or to the extent that decontamination is impossible, shall be a joint decision made by the authorized user and the Vendor.

21. INCLUDED COSTS:

a. The rental price includes: (i) lease price, (ii) all administrative, reporting and overhead costs to include routine equipment maintenance, and (iii) profit.

b. The rental price list does not include the cost of: (i) shipping to point of delivery; (ii) mobilizing equipment from point-of-use to the point-of-return/pick-up, and (iii) insurance coverage pursuant to paragraph above, if any, which costs may be added to the invoice payable by the Authorized User.

22. PRODUCT SUBSTITUTION:

Vendors may offer like substitute products, either generic or brand name, at any time during the contract term, as long as they are equal or better than the type and manufacture specified and accepted as part of the proposal, especially if there is an opportunity for cost savings. To ensure compliance, the Using Jurisdiction may require the Vendor to provide written specifications or product samples of substitute products for evaluation.

23. ORDERING PROCEDURE:

Successful Vendors are required to have a toll free (800) number, or agree to accept collect calls. Depending on the nature and scope of the incident, each Using Jurisdiction will be responsible for contacting the awarded Vendors directly for all required resources. All purchased materials delivered by the Vendor and accepted by the Using Jurisdiction becomes the property of that Using Jurisdiction. Orders may be accomplished by written purchase order, telephone, fax, or computer on-line systems.

24. HOLD HARMLESS:

The contractor agrees that it shall indemnify and hold the State of Delaware and all its agencies harmless from and against any and all claims for injury, loss of life, or damage to or loss of use of property caused or alleged to be caused, by acts or omissions of the contractor, its employees, and invitees on or about the premises and which arise out of the contractor's performance, or failure to perform as specified in the Agreement.

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25. NON-PERFORMANCE:

The State expects the contractor to make every effort to fulfill its obligations under the terms and conditions of this contract. In the event the contractor is unable to meet one or more terms or conditions of this contract, the State reserves the right to purchase the required goods or services from other sources. The State will not hold the contractor liable for the contractor's inability to fulfill the purchase order if the contractor has made every reasonable effort to fulfill those obligations.

26. AGENCY'S RESPONSIBLIITIES:

The Agency shall:

a. Examine and review in detail all letters, reports, drawings and other documents presented by the Contractor to the Agency and render to the Contractor in writing, findings and decisions pertaining thereto within a reasonable time so as not to delay the services of Contractor.

b. Give prompt written notice to the Contractor whenever the Agency observes or otherwise becomes aware of any development that affects the scope or timing of the Contractor's services.

27. PERMITS AND LICENSES:

All necessary permits, licenses, insurance policies, etc., required by local, State, or Federal laws, must be obtained by the Vendor at their own expense.

28. TAX EXEMPTION:

a. Material covered by this proposal is exempt from all FEDERAL and STATE TAXES. Such taxes must not be included in prices quoted.

b. Any material which is to be incorporated in the work or any equipment required for the work contemplated in the proposal may be consigned to the Using Jurisdiction. If the shipping papers show clearly that any such material is so consigned, the shipment will be exempt from the tax on the transportation of property under provisions of Section 3475 (b) of the Internal Revenue Code, as amended by Public Law 180 (78th Congress). All transportation charges must be paid by the Vendor. Each Vendor will take their exemption into account in calculating the bid for their work.

29. EMERGENCY TERMINATION OF CONTRACT:

Due to restrictions which may be established by the United States Government on material or work, a contract may be terminated by the cancellation of all or portions of the contract.

30. INVOICING:

Purchase orders will be issued and Vendor invoices serviced in accordance with the Using Jurisdiction's purchasing procedures.

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31. EQUALITY OF EMPLOYMENT OPPORTUNITY ON PUBLIC WORKS:

During the performance of any contract for public works financed in whole or in part by appropriation of the State of Delaware, the Vendor agrees as follows:

a. The Vendor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, or national origin. The Vendor will take affirmative action to ensure that applicants are employed and that employees are treated equally during employment without regard to their race, creed, color, sex, age, or national origin. Such action must include, but not be limited to, the following: Advertising, lay-off or termination, rates of pay or other forms of compensation, and selection for training including apprenticeships. The Vendor agrees to post in conspicuous places, notices to be provided by Government Support Services setting forth the provisions of this non-discrimination clause.

b. The Vendor will, in all solicitations or advertisements for employees placed by or on behalf of the Vendor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, age, or national origin.

c. The term "Vendor for public works" means construction, reconstruction, demolition, alteration, and/or repair work, maintenance work, and paid for in whole or in part out of the funds of a public body except work performed under a vocational rehabilitation program. The manufacture or furnishing of materials, articles, supplies or equipment is not a public work within the meaning of this subsection unless conducted in connection with and at the site of the public work.

32. MOST FAVORED CUSTOMER:

The Vendor may not offer to others prices lower than those provided in the contract, or if lower prices are offered, they must also apply to the subject contract.

33. FUNDING OUT:

The continuation of this contract is contingent upon funding from federal, state, or local governmental entity sources.

34. NON-PERFORMANCE:

The State expects the contractor to make every effort to fulfill its obligations under the terms and conditions of this contract. In the event the contractor is unable to meet one or more terms or conditions of this contract, the State reserves the right to purchase the required goods or services from other sources. The State will not hold the contractor liable for the contractor's inability to fulfill the purchase order if the contractor has made every reasonable effort to fulfill those obligations.

35. ENERGY STAR PRODUCTS:

If applicable, Vendors **must** provide products that earn the ENERGY STAR rating and meet the ENERGY STAR specifications for energy efficiency in order to keep overall incident costs to a minimum. Vendors are encouraged to visit www.energystar.gov for complete product specifications and updated lists of qualifying products.

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36. TERMINATION OF PURCHASE ORDERS (P.O.s):

a. Termination for Cause – Except as specifically provided in this RFP and resulting contract, if, for any reason, or through any cause, the Vendor violates any of the covenants, agreements, or stipulations of this contract, the Using Jurisdiction has the right to terminate the P.O. by giving written notice to the Vendor of such termination and specifying the effective date thereof. In that event, all materials delivered in the performance of the P.O. will, at the option of the Using Jurisdiction, become its property, and the Vendor will be entitled to receive just and equitable compensation for any satisfactory work completed which is usable to the Using Jurisdiction.

b. Termination for Convenience - The Using Jurisdiction may terminate the P.O. at any time by giving written notice of such termination and specifying the effective date thereof. In that event, materials delivered will, at the option of the Using Jurisdiction, become its property and the Vendor will be entitled to receive compensation for any satisfactory work completed which is usable to the Using Jurisdiction.

37. TERMINATION OF CONTRACT:

a. Termination for Cause - Except as specifically provided in this RFP and resulting contract, if, for any reason, or through any cause, the Vendor(s) fail to fulfill in a timely and proper manner their obligations under this Contract, or if the Vendor(s) violate any of the covenants, agreements, or stipulations of this Contract, the State has the right to terminate this contract by giving written notice to the Vendor of such termination and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination. In that event, materials delivered by the Vendor(s) under this Contract will, at the option of the State, become its property, and the Vendor(s) will be entitled to receive just and equitable compensation for any satisfactory work completed which is usable to the State.

b. Termination for Convenience - The State may terminate this Contract at any time by giving written notice of such termination and specifying the effective date thereof. In that event, materials delivered will, at the option of the State, become its property and the Vendor will be entitled to receive compensation for any satisfactory work completed which is usable to the State.

c. Vendor-Initiated Termination - The Vendor may terminate this Contract at any time by giving written notice of such termination and specifying the effective date thereof, at least one-hundred eighty (180) days before the effective date of such termination, or a lesser timeframe if agreed to by the State. In that event, materials delivered will, at the option of the State, become its property and the Vendor will be entitled to receive compensation for any satisfactory work completed which is usable to the State.

38. CONTRACT CHANGES:

Both parties may, from time to time, require changes in the services to be provided by the Vendor under the Scope of Work. Such changes, including any increase or decrease in contract pricing STATE OF DELAWARE which are mutually agreed upon between the State and the Vendor during contract extension negotiations, will be incorporated in written amendments to the contract.

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39. CONFLICT OF INTEREST:

The Vendor covenants that it presently has no interest and will not acquire any interest, direct or indirect, which would conflict in any manner or degree with providing products or performing services required under this contract. The Vendor further covenants that, in the performance of this contract, it will not employ any person having any such interest. This does not prohibit the Vendor from contracting with other entities to perform the same or similar work or to provide the same or similar material. The Vendor covenants that it will not contract in a manner that nullifies its contract with the State.

40. PUBLICATION, REPRODUCTION AND USE OF MATERIAL:

No material produced in whole or part under this contract will be subject to copyright in the United States or in any other country. The State will have unrestricted authority to publish, disclose, distribute, and otherwise use, in whole or in part, any reports, data, or other materials prepared under this contract; provided, however, that the State agrees not to use any design or engineering plans prepared by the Vendor for anything other than their intended purpose under this Contract. The Vendor will have the right to publish any and all scientific findings. Appropriate acknowledgment and credit for the State's support will be given in the publication.

41. RIGHTS AND OBLIGATIONS:

The rights and obligations of each party to this agreement will not be effective, and no party will be bound by the terms of this agreement, unless a valid executed purchase order has been approved by the requesting jurisdiction, and all purchasing procedures of that jurisdiction have been complied with. Multiple purchase orders may be issued in response to an incident, depending upon the nature and scope of the incident.

42. ASSIGNMENT OF ANTITRUST CLAIMS:

As consideration for the award and execution of this contract by the State, the Vendor hereby grants, conveys, sells, assigns, and transfers to the State of Delaware all of its right, title, and interest in and to all known or unknown causes of action it presently has or may now or hereafter acquire under the antitrust laws of the United States and the State of Delaware, relating to the particular goods or services purchased or acquired by the State or other government entity pursuant to this contract.

43. TESTING AND INSPECTION:

The requesting jurisdiction reserves the right to conduct any test or inspection it may deem necessary to ensure equipment, materials, and services conform to contract requirements.

44. COVENANT AGAINST CONTINGENT FEES:

The Vendor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees. For breach or violation of this warranty, the State will have the right to annul this contract without liability or, in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fees.

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45. GRATUITIES:

a. If it is found by the State, after notice and hearing, that gratuities (in the form of entertainment, gifts, or otherwise) were offered or given by the Vendor or any agent of the State with a view toward securing a contract, or securing favorable treatment with respect to the awarding, amending, or the making of any determinations with respect to the performance of this contract, the State may, by written notice to the Vendor, terminate the right of the Vendor to proceed under this contract and may pursue such other rights and remedies provided by law or under this agreement; provided that the existence of the facts upon which the State makes such findings may be reviewed in proceedings pursuant to the Remedies clause of this contract.

b. In the event this contract is terminated pursuant to subparagraph “a”, the State will be entitled (i) to pursue the same remedies against the Vendor, and (ii) to exemplary damages, as a penalty in addition to any other damages to which it may be entitled by law, in an amount which will be not less than three, nor more than ten, times the costs incurred by the Vendor in providing any such gratuities to any such officer or employee. The amount of such exemplary damages will be at the sole discretion of the State.

46. AUDIT ACCESS TO RECORDS:

The Vendor must maintain books, records, documents, and other evidence pertaining to this Contract to the extent and in such detail as will adequately reflect performance hereunder. The Vendor agrees to preserve and make available to the State, upon request, such records for a period of five (5) years from the date services were rendered by the Vendor. Records involving matters in litigation must be retained for one (1) year following the termination of such litigation. The Vendor agrees to make such records available for inspection, audit, or reproduction to any official State representative in the performance of his/her duties under the Contract. Upon notice given to the Vendor, representatives of the State or other duly authorized State or Federal agency may inspect, monitor, or evaluate the cost and billing records or other material relative to this Contract. The cost of any Contract audit disallowances resulting from the examination of the Vendor's financial records will be borne by the Vendor. Reimbursement to the State for disallowances will be drawn from the Vendor's own resources and not charged to Contract cost or cost pools indirectly charging Contract costs.

47. REMEDIES:

Except as otherwise provided in this contract, all claims, counterclaims, disputes, and other matters in question between the State and the Vendor arising out of, or relating to, this contract, or a breach of it, may be decided by arbitration if the parties mutually agree, or in a court of competent jurisdiction within the State of Delaware.

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48. SUBCONTRACTS:

Subcontracting is permitted under this RFP and contract, as long as the following conditions are met:

a. Vendors must identify in their proposal every known subcontractor, and subcontractors must be approved by the State prior to contract award.

b. Vendors may elect to use additional subcontractors to fulfill specific needs arising during a particular incident, provided that Vendors 1) notify the Using Jurisdiction prior to doing so; 2) affirm that the subcontractor, or any affiliate, any predecessor company or entity, owner, Director, officer, partner or proprietor has not, within the past five years, been the subject of a Federal, State, or Local government suspension or debarment; and 3) Vendors warrant that all subcontractors meet all contract requirements.

Additionally,

- Vendors will be responsible for compliance by any subcontractor with all terms, conditions, and requirements of the contract and with all local, State, and Federal Laws.
- Vendors will be liable for any noncompliance by any subcontractor.

Further, nothing contained herein, or in any subcontractor agreement, may be construed as creating any contractual relationship between the subcontractor and the State.

49. USING JURISDICTION'S RESPONSIBLIITIES:

The Using Jurisdiction will give prompt written notice to the Vendor whenever the Using Jurisdiction observes or otherwise becomes aware of any development that affects the scope or timing of the Vendor's services.

50. CONTRACT DOCUMENTS:

The Definitions and General Provisions, and any Special Instructions, Specifications, Request for Proposal, Proposal, Purchase Order, and Contract will be a part of, and constitute the entire Agreement entered into by, the State of Delaware and any Vendor. In the event there is any discrepancy between any of these contract documents, the following order of documents governs so that the former prevails over the latter:

1. Contract
2. Request for Proposal
3. Specifications or Scope of Work
4. Definitions and General Provisions
5. Proposal
6. Purchase Order
7. Special Instructions

51. ASSIGNMENT:

This contract cannot be assigned except by express written consent from the Director, Government Support Services, Office of Management and Budget, State of Delaware.

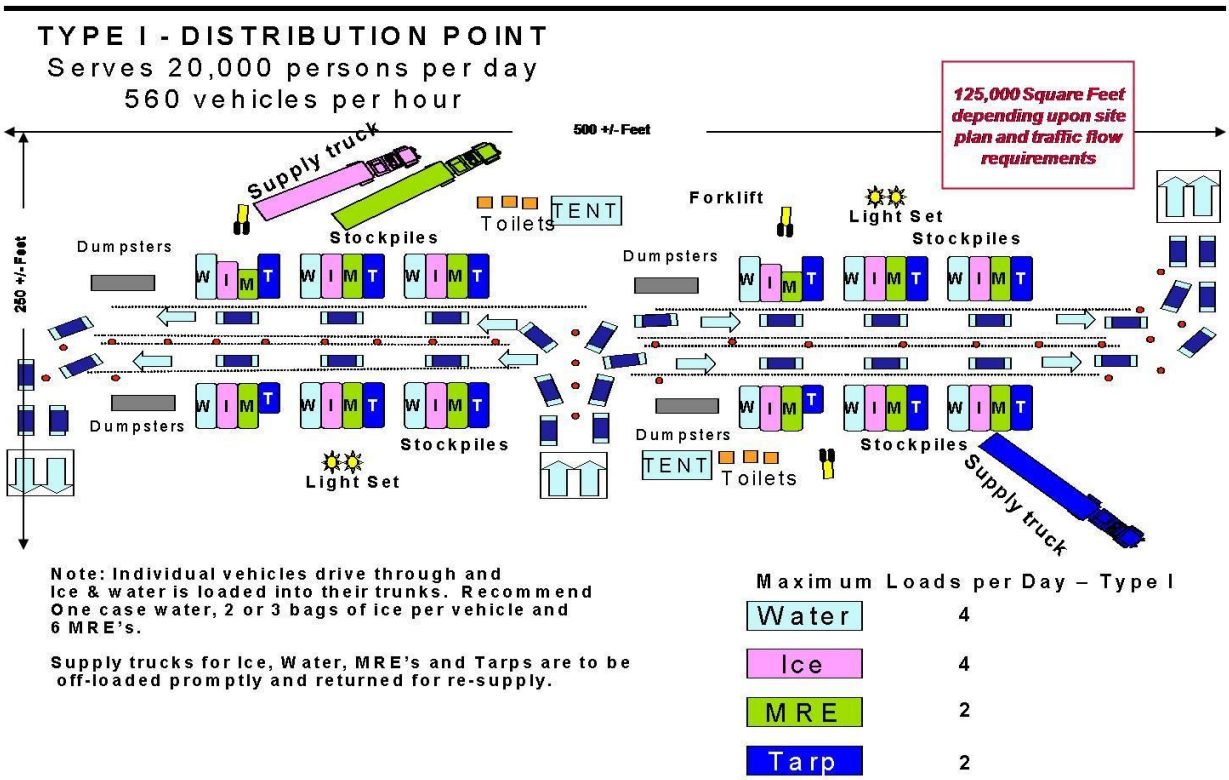
SCOPE OF WORK

SECTION I

POINT OF DISTRIBUTION REQUIREMENTS

The Delaware National Guard, in coordination with other State and local agencies, has the overall responsibility for the operation and management of Points of Distribution (PODs) that would be established to support displaced populations as a result of a variety of incidents listed in the Statement of Needs. PODs are designed to support populations of 5,000, 10,000 or 20,000 per day and can be operated for short or long periods of time. If one or more POD's are activated, vendors may be asked to provide supplemental water, ice, Meals-Ready-To-Eat, Heater Meals, Tarps, Hay, Animal Food, equipment, supplies or human resources to support POD operations.

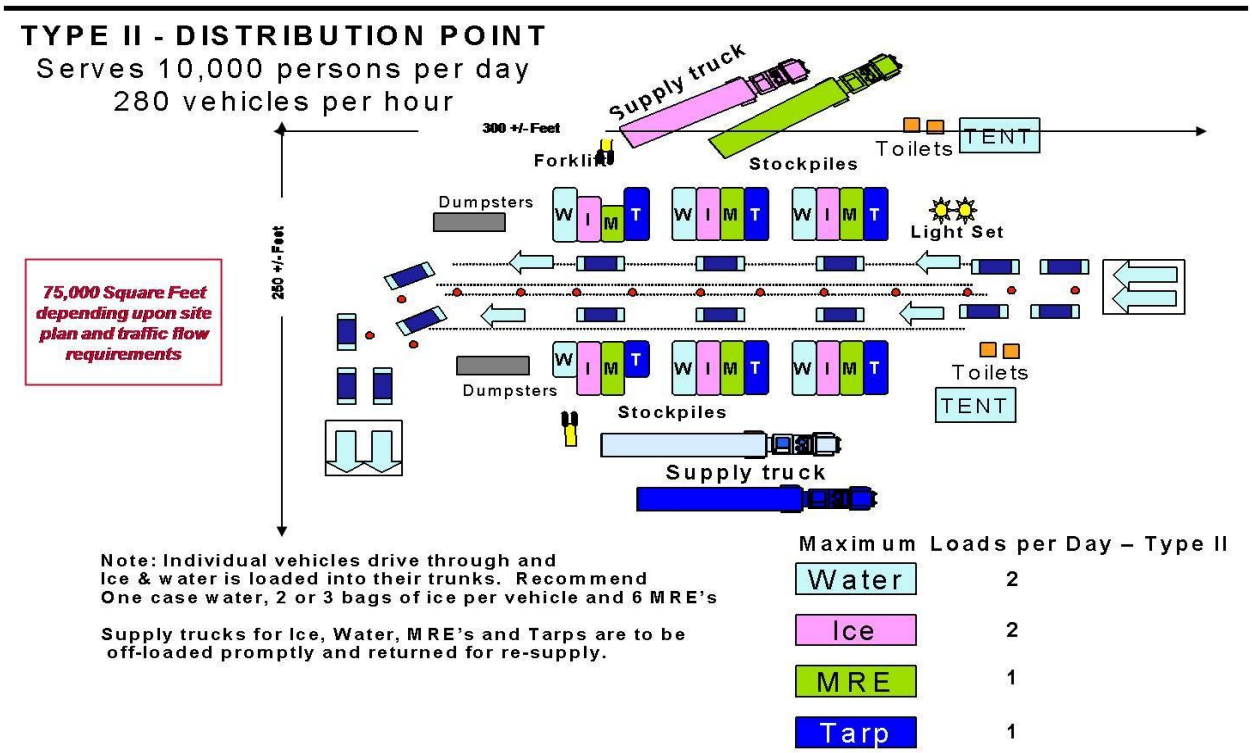
Section I – (CONTINUED)



Type I Distribution Point Resources Required

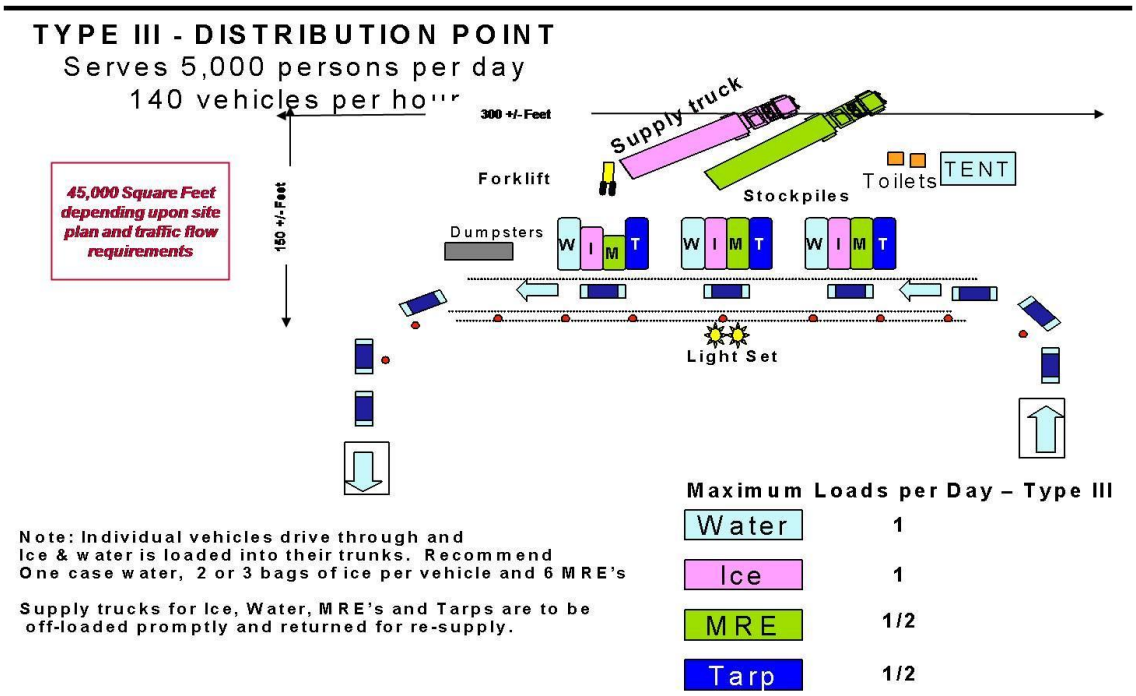
Type I Distribution Point					
Manpower				Equipment	
	Type	Day	Night	Type	Number
Local Responsibility	Manager	1	0	Forklifts	3
	Team Leader	2	1	Pallet Jacks	3
	Forklift Operator	2	3	Power Light Sets	2
	Labor	57	4	Toilets	6
	Loading Point 36			Tents	2
	Back-up Loading PT 18			Dumpsters	4
	Pallet Jacks Labor 3			Traffic Cones	30
	Totals	62	8	Two -way radios	4
Others	Law Enforcement	4	1		
	Community Rel.	4	0		
Grand Total		70	9		

Figure 4



Type II Distribution Point Resources Required

Type II Distribution Point						
Manpower					Equipment	
	Type		Day	Night	Type	Number
Local Responsibility	Team Leader		1	0	Forklifts	2
Local Responsibility	Forklift Operator		1	2	Pallet Jacks	2
Local Responsibility	Labor		28	3	Power Light Sets	1
Local Responsibility	Loading PT	18			Toilets	4
Local Responsibility	Back-up Loading PT	9			Tents	2
Local Responsibility	Pallet Jacks Labor	1			Dumpsters	2
Local Responsibility	Totals		30	5	Traffic Cones	15
Others	Law Enforcement		2	1	Two-way radios	0
Others	Community Rel.		2	0		
Grand Total			34	6		



Type III Distribution Point Resources Required

Type III Distribution Point						
Manpower					Equipment	
Type			Day	Night	Type	Number
Local Responsibility	Forklift Operator		1	1	Forklifts	1
	Labor		15	2	Pallet Jacks	1
	Loading PT	9			Power Light Sets	1
	Back-up Loading PT	5			Toilets	2
	Pallet Jacks Labor	1			Tents	1
	Totals		16	3	Dumpsters	1
Others	Law Enforcement		2	1	Traffic Cones	10
	Community Rel.		1	0	Two-way radios	0
Grand Total			19	4		

SCOPE OF WORK

SECTION II

EMERGENCY WORKER BASE CAMP & TYPED SUPPORT PACKAGE REQUIREMENTS

The nature and scope of a particular incident will determine the nature and scope of the response. Any response will require various materials, supplies, equipment, and human resources. The State of Florida has developed Emergency Worker Base Camp Packages that are now the national standard and provide the required resources and flexibility to support a particular incident. Other “Typed” support packages have also been developed to provide resources to fill anticipated needs during specific incidents.

The following pages provide the specifications, footprint, and layout for Type I through IV base camps. There is no footprint available for Type V-Mobile. However, requirements for Type V-mobile are listed in the following pages. Base camps are configured to support from 100 to 1,000 emergency workers or evacuees. Depending on the nature and scope of the incident, vendors may be asked to deploy one or more types of base camps to support either emergency workers or displaced populations.

SCOPE OF WORK

SECTION II

EMERGENCY WORKER BASE CAMP REQUIREMENTS

RESOURCE: ***State of Florida - Emergency Worker Base Camps***						
CATEGORY:	**Emergency Worker Encampment / Life Support / Base Camp**			**KIND:**	Facility System	
MINIMUM CAPABILITIES:		**TYPE I** FIGURE 1	**TYPE II** FIGURE 2	**TYPE III** FIGURE 3	**TYPE IV** FIGURE 4	**TYPE V** MOBILE
COMPONENT	**METRIC**					
Site Capacity	Capacity	1000 Persons	750 Persons	500 Persons	250 Persons	100-150 Persons
Site Type	Type	Fixed Structures Camp, Hard sided Tents, CONEX or modular systems. Must conform to normal wind loading requirements of at least 45 MPH sustained, or 75 MPH in hurricane zones.	Fixed Structures Camp, Hard Sided Tents, CONEX or modular systems. Must conform to normal wind loading requirements of at least 45 MPH sustained, or 75 MPH in hurricane zones.	Fixed Structures Camp, Hard or Soft Sided Tents, CONEX or modular systems. Must conform to normal wind loading requirements of at least 45 MPH sustained, or 75 MPH in hurricane zones.	Fixed Structures Camp, Soft Sided Tents, CONEX or modular systems. Must conform to normal wind loading requirements of at least 45 MPH sustained, or 75 MPH in hurricane zones.	Type V: Mobile 53' self-contained semi-trailer systems Type VI: Travel Trailers mobile bunkhouses or RV's.
Set-Up Time	Time	84 – 96 Hours from time of arrival on scene	84 – 96 Hours from time of arrival on scene	72 - 84 Hours from time of arrival on scene	48 - 72 Hours from time of arrival on scene	Mobile – 2-6 Hours from time of arrival on scene
Square Footage Requirements	Space	CAMP: 250,000 Sq. Ft. PARKING: 550,000 Sq. Ft. TOTAL: 800,000 Sq. Ft	CAMP: 210,000 Sq. Ft. PARKING: 370,000 Sq. Ft. TOTAL: 580,000 Sq. Ft.	CAMP: 80,000 Sq. Ft. PARKING: 180,000 Sq. Ft. TOTAL: 360,000 Sq. Ft.	CAMP: 170,000 Sq. Ft PARKING: 120,000 Sq. Ft. TOTAL: 290,000 Sq. Ft.	CAMP: 50,000 Sq. Ft. PARKING: 50,000 Sq. Ft TOTAL: 100,000 Sq. Ft

RESOURCE: *State of Florida - Emergency Worker Base Camps*						
CATEGORY:	Emergency Worker Encampment / Life Support / Base Camp		KIND:	Facility System		
MINIMUM CAPABILITIES:		TYPE I FIGURE 1	TYPE II FIGURE 2	TYPE III FIGURE 3	TYPE IV FIGURE 4	TYPE V MOBILE
COMPONENT	METRIC					
Site Prep	Equipment	If required, site may require grading, debris clearance, and/or placement of 3-4" large gravel base for drainage.	If required, site may require grading, debris clearance, and/or placement of 3-4" large gravel base for drainage.	If required, site may require grading, debris clearance, and/or placement of 3-4" large gravel base for drainage.	If required, site may require grading, debris clearance, and/or placement of 3-4" large gravel base for drainage.	Vehicles should remain on hardstand surfaces.
Parking Area(s)	Space	Parking area will be designated as per examples in Figures 1, 3, 5 & 7. Lot shall be well marked and lighted. One-way designated traffic routes will be established and well marked. Separate areas will be designated for large apparatus and trucks.	Parking area will be designated as per examples in Figures 1, 3, 5 & 7. Lot shall be well marked and lighted. One-way designated traffic routes will be established and well marked. Separate areas will be designated for large apparatus and trucks.	Parking area will be designated as per examples in Figures 1, 3, 5 & 7. Lot shall be well marked and lighted. One-way designated traffic routes will be established and well marked. Separate areas will be designated for large apparatus and trucks.	Parking area will be designated as per examples in Figures 1, 3, 5 & 7. Lot shall be well marked and lighted. One-way designated traffic routes will be established and well marked. Separate areas will be designated for large apparatus and trucks.	Parking area will be designated. One-way designated traffic routes will be established and well marked. Separate areas will be designated for large apparatus and trucks.
Camp Management	Government Personnel	Type II IST – Camp Manager Food Unit Leader Safety Officer Supply Unit Leader Facilities Unit Leader Medical Unit Leader Security Manager	Type III IST Camp Manager Food Unit Leader Safety Officer Supply Unit Leader Facilities Unit Leader Medical Unit Leader Security Manager	Type III IST Camp Manager Food Unit Leader Safety Officer Supply Unit Leader Facilities Unit Leader Medical Unit Leader Security Manager	Type III IST or Logistics Section Camp Manager Food Unit Leader Safety Officer Medical Unit Leader	Logistics Section - Camp Manager Food Unit Leader Safety Officer Medical Unit Leader

Camp Construction, Engineering and Operations	Contractor Personnel	Director of Operations Chief of Operations Logistics Officer Project Managers Camp Managers Safety Personnel Camp Administration Site Operations Surveyor Engineer CAD Technician Equipment Managers Inventory Managers Licensed Plumbing Tech Licensed Electrical Tech Billeting Coordinators Chef Food Service Group Tent/Structure Erectors Heavy Equipment Operators Truck Drivers Runner/Shuttle Drivers General Laborers Security (Contracted)	Director of Operations Chief of Operations Logistics Officer Project Managers Camp Managers Safety Personnel Camp Administration Site Operations Surveyor Engineer CAD Technician Equipment Managers Inventory Managers Licensed Plumbing Tech Licensed Electrical Tech Billeting Coordinators Chef Food Service Group Tent/Structure Erectors Heavy Equipment Operators Truck Drivers Runner/Shuttle Drivers General Laborers Security (Contracted)	Director of Operations Chief of Operations Logistics Officer Project Managers Camp Managers Safety Personnel Camp Administration Site Operations Surveyors Engineer CAD Technician Equipment Managers Inventory Managers Licensed Plumbing Tech Licensed Electrical Tech Billeting Coordinators Chef Food Service Group Tent/Structure Erectors Heavy Equipment Operators Truck Drivers Runner/Shuttle Drivers General Laborers Security (Contracted)	Chief of Operations Logistics Officer Project Managers Camp Managers Safety Personnel Camp Administration Site Operations Surveyor Engineer Equipment Managers Inventory Managers Licensed Plumbing Tech Licensed Electrical Tech Billeting Coordinators Sous Chef Food Service Group Tent/Structure Erectors Heavy Equipment Operator Truck Drivers Runner/Shuttle Drivers General Laborers Security (Contracted)	Small Management Team Operations Manager Truck Drivers Porters Sous Chef Cooks Licensed Plumber Licensed Electrician Administrative Support Billeting Coordinator

Billeting	Equipment	1,000 Persons, Bunk Beds or cots. Separate areas for male/female and day/night shifts. HVAC Provided in all structures. Each resident shall have access to their own individual locker that can accommodate a pad lock. Beds and or cots will be provided within each sleeping structure. In accordance with ANSI 4.4, a minimum of 50 square feet of space will be provided per occupant. OPTIONAL: Linens, blankets and pillows.	750 Persons, Bunk Beds or cots. Separate areas for male/female and day/night shifts. HVAC Provided in all structures. Each resident shall have access to their own individual locker that can accommodate a pad lock. Beds and or cots will be provided within each sleeping structure. In accordance with ANSI 4.4, a minimum of 50 square feet of space will be provided per occupant. OPTIONAL: Linens, blankets and pillows.	500 Persons, Bunk Beds or cots. Separate areas for male/female and day/night shifts. HVAC Provided in all structures. Each resident shall have access to their own individual locker that can accommodate a pad lock. Beds and or cots will be provided within each sleeping structure. In accordance with ANSI 4.4, a minimum of 50 square feet of space will be provided per occupant. OPTIONAL: Linens, blankets and pillows.	250 Persons, cots. Separate areas for male/female and day/night shifts. HVAC Provided in all structures. Each resident shall have access to their own individual locker that can accommodate a pad lock. Beds and or cots will be provided within each sleeping structure. In accordance with ANSI 4.4, a minimum of 50 square feet of space will be provided per occupant. OPTIONAL: Linens, blankets and pillows.	100-150 Persons, built in berths. Separate areas for male/female and day/night shifts. HVAC Provided in all units. Each resident shall have access to an individual locker that can accommodate a pad lock. Beds will be provided within each unit. In accordance with ANSI 4.4, a minimum of 50 square feet of space will be provided per occupant. OPTIONAL: Linens, blankets and pillows.

Food Services	Equipment	1,400 Persons per meal. Seating for 40% at a time. Fixed temporary ground level facility, commercial NSF restaurant equipment. Plumbed fixtures, dual serving lines, air conditioned dining hall. Kitchen and Dining Facility: The Kitchen and Dining Facility provided at each base camp complies with US Public Health Service 2005 Food Code	1,000 Persons per meal. Seating for 40% at a time. Fixed temporary ground level facility, commercial NSF restaurant equipment. Plumbed fixtures, dual serving lines, air conditioned dining hall. Kitchen and Dining Facility: The Kitchen and Dining Facility provided at each base camp complies with US Public Health Service 2005 Food Code	750 Persons per meal. Seating for 40% at a time. Fixed temporary ground level facility OR interconnected 53' Type I mobile field kitchen trailers, commercial restaurant equipment. Plumbed fixtures, dual serving lines, air conditioned dining hall. Kitchen and Dining Facility: The Kitchen and Dining Facility provided at each base camp complies with US Public Health Service 2005 Food Code	500 Persons per meal. Seating for 40% at a time. Fixed temporary ground level facility OR 53' Type II Mobile Feeding Kitchen semi-trailer unit, commercial restaurant equipment. Plumbed fixtures, single serving line, air conditioned dining hall. Kitchen and Dining Facility: The Kitchen and Dining Facility provided at each base camp complies with US Public Health Service 2005 Food Code	250 Persons per meal. Seating for 40% at a time. 40' Type II or III Mobile Feeding Kitchen semi-trailer unit, commercial restaurant equipment. Plumbed fixtures, single serving line, Kitchen and Dining Facility: The Kitchen and Dining Facility provided at each base camp complies with US Public Health Service 2005 Food Code
Food Services	Service	Four Meals per day (3 hot or 2/2), USFS Food Service Contract Specifications 24-hour food services.	Four Meals per day (3 hot or 2/2), USFS Food Service Contract Specifications 24-hour food services.	Four Meals per day (2 hot), USFS Food Service Contract Specifications. 24-hour food services.	Four Meals per day (2 hot), USFS Food Service Contract Specifications Negotiated hours of food services.	Four Meals per day (2 hot), USFS Food Service Contract Specifications Negotiated hours of food services.
Showers	Equipment	Trailers / CONEX Self Contained, 1200 Persons (ratio of 1 shower head to 10 persons in accordance with ANSI 4.4) Specifications in accordance with USFS Shower Contract.	Trailers / CONEX self-contained, 900 Persons (ratio of 1 shower head to 10 persons in accordance with ANSI 4.4) Specifications in accordance with USFS Shower Contract.	Trailers / CONEX, networked, 600 Persons (ratio of 1 shower head to 10 persons in accordance with ANSI 4.4) Specifications in accordance with USFS Shower Contract.	Trailers / CONEX networked, 550 Persons (ratio of 1 shower head to 10 persons in accordance with ANSI 4.4) Specifications in accordance with USFS Shower Contract.	Self Contained with sleeper units (ratio of 1 shower head to 5-8 persons)

Rest Rooms	Equipment	Trailers, self-contained, 1200 Persons (ratio of at least 1 toilet to 20 persons, or 1 toilet and 1 urinal per 25 males) in accordance with ANSI Z4.3 and Z4.4. Augmented by Porta-lets in parking and auxiliary areas. Hand wash stations (sinks) ratio of one per 10 persons in restrooms, PLUS 6 per entry to dining halls.	Trailers, self-contained, 900 Persons. (Ratio of at least 1 toilet to 20 persons, or 1 toilet and 1 urinal per 25 males) in accordance with ANSI Z4.3 and Z4.4. Augmented by Porta-lets in parking and auxiliary areas. Hand wash stations (sinks) ratio of one per 10 persons in restrooms, PLUS 4 per entry to dining halls.	Trailers, self contained / CONEX, network plumbed, 600 Persons. (Ratio of at least 1 toilet to 20 persons, or 1 toilet and 1 urinal per 25 males) in accordance with ANSI Z4.3 and Z4.4. Augmented by Porta-lets in parking and auxiliary areas. Hand wash stations (sinks) ratio of one per 10 persons in restrooms, PLUS 4 per entry to dining halls.	Trailers, self contained / CONEX, network plumbed 550 Persons. (Ratio of at least 1 toilet to 20 persons, or 1 toilet and 1 urinal per 25 males) in accordance with ANSI Z4.3 and Z4.4. Augmented by Porta-lets in parking and auxiliary areas. Hand wash stations (sinks) ratio of one per 10 persons in restrooms, PLUS 4 per entry to dining halls.	Self Contained with sleeper units. (Ratio of 1 toilet to 10 persons, or 1 toilet and .5 urinals per 10 males). Augmented by Porta-lets in parking and auxiliary areas. Hand wash stations (sinks) ratio of one per 10 persons in restrooms, PLUS 4 per entry to dining halls.
Laundry	Equipment	Full Service fluff and fold laundry service with a 24-hour turn around service. In accordance with ANSI 4.4. Irons and boards will be provided by contractor. Dry cleaning on a 48-hour service.	Full Service fluff and fold laundry service with a 24-hour turn around service. In accordance with ANSI 4.4. Irons and boards will be provided by contractor. Dry cleaning on a 48-hour service.	Full Service fluff and fold laundry service with a 24-hour turn around service. In accordance with ANSI 4.4. Irons and boards will be provided by contractor. Dry cleaning on a 48-hour service.	Self Service fluff and fold laundry equipment provided for residents. Irons and boards will be provided by contractor.	Self Service fluff and fold laundry equipment provided for residents. Irons and boards will be provided by contractor.

Medical Clinic	Equipment	Separate tent / facility. 8 beds w/linen, blankets & pillows, tables, chairs, divider wall, small refrigerator, hand sink, 2 IV poles, 2 gooseneck floor lamps, 2 folding pole stretchers w/ IV poles, 2 floor fans, medical waste can/bags, 12-110 volt outlets, area for daily sick calls. Medical equipment and supplies provided by EMS or Health agency.	Separate tent / facility. 8 beds w/linen, blankets & pillows, tables, chairs, divider wall, small refrigerator, hand sink, 2 IV poles, 2 gooseneck floor lamps, 2 folding pole stretchers w/ IV poles, 2 floor fans, medical waste can/bags, 12-110 volt outlets, area for daily sick calls. Medical equipment and supplies provided by EMS or Health agency.	Separate tent / facility. 8 beds w/linen, blankets & pillows, tables, chairs, divider wall, small refrigerator, hand sink, 2 IV poles, 2 gooseneck floor lamps, 2 folding pole stretchers w/ IV poles, 2 floor fans, medical waste can/bags, 12-110 volt outlets, area for daily sick calls. Medical equipment and supplies provided by EMS or Health agency.	Separate tent / facility. 8 beds w/linen, blankets & pillows, tables, chairs, divider wall, small refrigerator, hand sink, 2 IV poles, 2 gooseneck floor lamps, 2 folding pole stretchers w/ IV poles, 2 floor fans, medical waste can/bags, 12-110 volt outlets, area for daily sick calls. Medical equipment and supplies provided by EMS or Health agency.	ALS Ambulance with a 10’ X 20” support tent, tables and chairs and divider wall for sick calls.
Life Safety	Equipment	1-5# ABC Fire extinguisher in all spaces at 1 per 500 Sq. Ft. ANSUL system OR 6-10# BC extinguishers in kitchen space. 1 Type VI staffed Brush Truck Smoke detectors in all spaces, kitchen and storage areas.	1-5# ABC Fire extinguisher in all spaces at 1 per 500 Sq. Ft. ANSUL system OR 6-10# BC extinguishers in kitchen space. 1 Type VI staffed Brush Truck Smoke detectors in all spaces, kitchen and storage areas.	1-5# ABC Fire extinguisher in all spaces at 1 per 500 Sq. Ft. ANSUL system OR 6-10# BC extinguishers in kitchen space. 1 Type VI staffed Brush Truck Smoke detectors in all spaces, kitchen and storage areas.	1-5# ABC Fire extinguisher in all spaces at 1 per 500 Sq. Ft. ANSUL system OR 4-10# BC extinguishers in kitchen space. 1 Type VI staffed Brush Truck Smoke detectors in all spaces, kitchen and storage areas.	1-5# ABC Fire extinguisher in all trailers at 1 per 500 Sq. Ft. ANSUL system OR 3-10# BC extinguishers in kitchen space. 1 Type VI staffed Brush Truck Smoke detectors in all spaces, kitchen and storage areas.

Moral, Welfare and Recreation	Equipment	Separate tent / facility to accommodate tables, chairs, two large screen TVs, recreational equipment, board and card games, and refreshments for 350 persons. OPTIONAL: Public Wireless Internet to extent possible. Four workstations, 1 printer.	Separate tent / facility to accommodate tables, chairs, two large screen TVs, recreational equipment, board and card games, and refreshments for 250 persons. OPTIONAL: Public Wireless Internet to extent possible. Four workstations, 1 printer.	Combined with Dining Hall or separate facility. Tables, chairs, two large TVs, recreational equipment, board and card games, and refreshments for 200 persons. OPTIONAL: Public Wireless Internet to extent possible. Three workstations, 1 printer.	Combined with Dining Hall. Tables, chairs, two TVs, board and card games, and refreshments for 150 persons. OPTIONAL: Public Wireless Internet to extent possible. Two workstations, 1 printer.	Attached to or adjacent to mobile units. Tables, chairs, TV, board and card games and refreshments for 50 persons. OPTIONAL: Public Wireless Internet
Administration	Equipment	Separate administrative area for camp management. Resident check-in, credentialing, resource ordering, central security, and camp command element. 2 copiers, 2 fax, folding tables, chairs, and administrative office supplies. Credentialing/badging system.	Separate administrative area for camp management. Resident check-in, credentialing, resource ordering, central security, and command element. 1 copier, 1 fax, folding tables, chairs, and administrative office supplies. Credentialing/badging system.	Separate administrative area for camp management. Resident check-in, resource ordering, central security, and command element. 1 copier, 1 fax, folding tables, chairs, and administrative office supplies. Credentialing/badging system.	Separate administrative area for camp management. Resident check-in, resource ordering, central security, and command element. 1 copier, 1 fax, folding tables, chairs, and administrative office supplies. Credentialing/badging system.	Separate administrative area for camp management. Resident check-in, resource ordering, central security, and command element. 1 copier, 1 fax, folding tables, chairs, and administrative office supplies. May be pre installed in a trailer.

Security	Services	Full perimeter security provided. Security personnel at all gates, 24-hours per day, plus at least 1 roaming guard. May be contracted under the supervision of sworn law enforcement. 6' temporary chain link fence if site is unsecured with gates.	Full perimeter security provided. Security personnel at all gates, 24-hours per day, plus at least 1 roaming guard. May be contracted under the supervision of sworn law enforcement. 6' temporary chain link fence if site is unsecured with gates.	Full perimeter security provided. Security personnel at all gates, 24-hours per day, plus at least 1 roaming guard. May be contracted under the supervision of sworn law enforcement. 6' temporary chain link fence if site is unsecured with gates.	Full perimeter security provided. Security personnel at all gates, 24-hours per day, plus at least 1 roaming guard. May be contracted under the supervision of sworn law enforcement. 6' temporary chain link fence if site is unsecured with gates.	Security personnel provided to maintain site security and protection of property. May be contracted under the supervision of sworn law enforcement.
Information Technology and Communications	Equipment	ISDN, DSL or satellite data access for the administration of camp operations. Includes at least eight (8) computer workstations, 2 printers, 1 document scanner, 20 POTS or VoIP telephone lines to support voice and fax, Camp public address system Camp two-way radio system with 40 radios. NOAA Weather Radio. OPTIONAL: Public telephone trailers for camp residents provided as available.	ISDN, DSL or satellite data access for the administration of camp operations. Includes at least eight (8) computer workstations, 2 printers, 1 document scanner, 20 POTS or VoIP telephone lines to support voice and fax, Camp public address system Camp two-way radio system with 40 radios. NOAA Weather Radio OPTIONAL: Public telephone trailers for camp residents provided as available.	ISDN, DSL or satellite data access for the administration of camp operations. Includes at least six (6) computer workstations, 1 printers, 1 document scanner, 16 POTS or VoIP telephone lines to support voice and fax, Camp public address system Camp two-way radio system with 30 radios. NOAA Weather Radio OPTIONAL: Public telephone trailers for camp residents provided as available.	ISDN, DSL or satellite data access for the administration of camp operations. Includes at least four (4) computer workstations, 1 printers, 1 document scanner, 12 POTS or VoIP telephone lines to support voice and fax, Two hand held megaphones Camp two-way radio system with 20 radios. NOAA Weather Radio OPTIONAL: Public telephone trailers for camp residents provided as available.	Satellite data access for the administration of camp operations. 4 satellite and/or VoIP telephone lines for the administration office, backed up by cellular telephones. Two hand held megaphones Camp two-way radio system with 20 radios. NOAA Weather Radio.

Infrastructure Support Services	Equipment	Multi-Fuel Truck, Potable water trucks/trailers, waste water vacuum truck, portable waste water treatment plants, wet-proof solid waste dumpsters, grease tanks, prime power generators, light towers, refrigerated food storage trailers, dry stores trailers, forklift, pallet jacks, portable loading doc(s), 6' chain link fencing w/ posts, fire extinguishers.	Multi-Fuel Truck, Potable water trucks/trailers, waste water vacuum truck, portable waste water treatment plants, wet-proof solid waste dumpsters, grease tanks, prime power generators, light towers, refrigerated food storage trailers, dry stores trailers, forklift, pallet jacks, portable loading doc(s), 6' chain link fencing w/ posts, fire extinguishers.	Multi-Fuel Truck, Potable water trucks/trailers, waste water vacuum truck, portable waste water treatment plants, wet-proof solid waste dumpsters, grease tanks, prime power generators, light towers, refrigerated food storage trailers, dry stores trailers, forklift, pallet jacks, portable loading doc(s), 6' chain link fencing w/ posts, fire extinguishers.	Multi-Fuel Truck, Potable water trucks/trailers, waste water vacuum truck, portable waste water treatment plants, wet-proof solid waste dumpsters, grease tanks, prime power generators, light towers, refrigerated food storage trailers, dry stores trailers, forklift, pallet jacks, portable loading doc(s), 6' chain link fencing w/ posts, fire extinguishers.	Multi-Fuel Truck, Potable water trucks/trailers, waste water vacuum truck, wet-proof solid waste dumpsters, grease tanks, prime power generators, light towers, refrigerated food storage trailers, dry stores trailers, forklift, pallet jacks, portable loading doc(s), fire extinguishers.

Ablution	Equipment	Potable water supply, showers, hand wash stations, laundry facilities, portable toilets, restrooms, and wastewater collection systems are provided at each camp. All water supply equipment is rated for potable water supply in accordance with ANSI/NSF 42, 53, & 61 standards. Water systems are installed and operated in accordance with AWWA standards C900, C901 and NSF 14 for distribution systems and flexible lateral supply piping.	Potable water supply, showers, hand wash stations, laundry facilities, portable toilets, restrooms, and wastewater collection systems are provided at each camp. All water supply equipment is rated for potable water supply in accordance with ANSI/NSF 42, 53, & 61 standards. Water systems are installed and operated in accordance with AWWA standards C900, C901 and NSF 14 for distribution systems and flexible lateral supply piping.	Potable water supply, showers, hand wash stations, laundry facilities, portable toilets, restrooms, and wastewater collection systems are provided at each camp. All water supply equipment is rated for potable water supply in accordance with ANSI/NSF 42, 53, & 61 standards. Water systems are installed and operated in accordance with AWWA standards C900, C901 and NSF 14 for distribution systems and flexible lateral supply piping.	Potable water supply, showers, hand wash stations, laundry facilities, portable toilets, restrooms, and wastewater collection systems are provided at each camp. All water supply equipment is rated for potable water supply in accordance with ANSI/NSF 42, 53, & 61 standards. Water systems are installed and operated in accordance with AWWA standards C900, C901 and NSF 14 for distribution systems and flexible lateral supply piping.	Potable water supply, showers, hand wash stations, laundry facilities, portable toilets, restrooms, and wastewater collection systems are provided at each camp. All water supply equipment is rated for potable water supply in accordance with ANSI/NSF 42, 53, & 61 standards.
Commissary	Services	OPTIONAL: A full service Commissary shall be provided in the camp in accordance with USFS Commissary Contract Standards.	OPTIONAL: A full service Commissary shall be provided in the camp in accordance with USFS Commissary Contract Standards.	OPTIONAL: Limited service Commissary shall be provided in the camp in accordance with USFS Commissary Contract Standards.	Limited basic essential convenience items (toothpaste, shave cream etc) available in the Administration Office on a cost recovery basis.	Limited basic essential convenience items (toothpaste, shave cream etc) available in the Administration Office on a cost recovery basis.

K-9 Support Area	Equipment	OPTIONAL: A K-9 support area will be established for USaR, Bomb, Drug, and/or other security or specialty K-9 dogs attached to personnel residing in the camp. An area away from resident sleeping and dining areas will be designated with a separate chain link fence, dog walk area. Portable cages under cover, hand wash station and lighting will be provided in the space. Food, water, and cleaning of the space will be the responsibility of the handlers.	OPTIONAL: A K-9 support area will be established for USaR, Bomb, Drug, and/or other security or specialty K-9 dogs attached to personnel residing in the camp. An area away from resident sleeping and dining areas will be designated with a separate chain link fence, dog walk area. Portable cages under cover, hand wash station and lighting will be provided in the space. Food, water, and cleaning of the space will be the responsibility of the handlers.	OPTIONAL: A K-9 support area will be established for USaR, Bomb, Drug, and/or other security or specialty K-9 dogs attached to personnel residing in the camp. An area away from resident sleeping and dining areas will be designated with a separate chain link fence, dog walk area. Portable cages under cover, hand wash station and lighting will be provided in the space. Food, water, and cleaning of the space will be the responsibility of the handlers.	OPTIONAL: A K-9 support area will be established for USaR, Bomb, Drug, and/or other security or specialty K-9 dogs attached to personnel residing in the camp. An area away from resident sleeping and dining areas will be designated with a separate chain link fence, dog walk area. Portable cages under cover, hand wash station and lighting will be provided in the space. Food, water, and cleaning of the space will be the responsibility of the handlers.	N/A

Vehicle Support, Maintenance and Refueling Area	Equipment and Space	OPTIONAL: A designated area will be established contiguous to the camp for the purpose of basic vehicle maintenance and refueling. Vehicle maintenance services, tire repairs and refueling services will be separately contracted for to include services, equipment, parts and materials, waste disposal, fluid containment and berms and fire suppression systems.	OPTIONAL: A designated area will be established contiguous to the camp for the purpose of basic vehicle maintenance and refueling. Vehicle maintenance services, tire repairs and refueling services will be separately contracted for to include services, equipment, parts and materials, waste disposal, fluid containment and berms and fire suppression systems.	OPTIONAL: A designated area will be established contiguous to the camp for the purpose of basic vehicle maintenance and refueling. Vehicle maintenance services, tire repairs and refueling services will be separately contracted for to include services, equipment, parts and materials, waste disposal, fluid containment and berms and fire suppression systems.	OPTIONAL: A designated area will be established contiguous to the camp for the purpose of basic vehicle maintenance and refueling. Vehicle maintenance services, tire repairs and refueling services will be separately contracted for to include services, equipment, parts and materials, waste disposal, fluid containment and berms and fire suppression systems.	OPTIONAL: Field refueling split tank trucks (diesel/MOGAS) will be provided to support emergency responders under a separate contract.
ATM	Equipment	OPTIONAL: Portable ATM Machine or trailers provided if possible.	OPTIONAL: Portable ATM Machine or trailer provided if possible.	OPTIONAL: Portable ATM Machine or trailer provided if possible.	OPTIONAL: Portable ATM Machine or trailer provided if possible.	N/A
Postal and Express Services	Service	OPTIONAL: U.S. Postal services and express mail services (FedEx/UPS etc.) will be arranged through the Administrative Section of the camp for residents.	OPTIONAL: U.S. Postal services and express mail services (FedEx/UPS etc.) will be arranged through the Administrative Section of the camp for residents.	OPTIONAL: U.S. Postal services and express mail services (FedEx/UPS etc.) will be arranged through the Administrative Section of the camp for residents.	OPTIONAL: U.S. Postal services and express mail services (FedEx/UPS etc.) will be arranged through the Administrative Section of the camp for residents.	N/A

BASE CAMPS:

Base camps are established as required in areas close in proximity to emergency impact areas. The purpose is to accommodate emergency workers responding to events in areas either where there are limited hotel/motel resources, or when occupying hotels/motels would not permit disaster victims from relocating from shelters into hotel/motels, thus extending the emergency shelter phase of the operation. Commercial contractors/vendors providing "turn-key" services will be considered the primary source of the establishment of base camps. For larger camps, Types can be combined at one site, such as a Type I and a Type II to build a 1,500 person camp.

The Contractor should have an ability to construct the base camps and habilitate responders, recovery workers, military and relief agency workers with tents or modular units, provide air conditioning, heating, beds and/or cots, bedding, dinning halls, kitchens, medical unit, reefer trucks to haul food & Ice and store, 4 meals a day, shower units, hand wash units, potable (drinking) water, water purification and manifold distribution systems, toilets, on-site manifold distribution of black and grey water and associated On- Site Sanitation Systems, laundry service, leveled hardwood floors, industrial generators, diesel 4000 watt light towers, utility vehicles, tooling and equipment for plumbing, electrical, instrumentation, and other consumables including kitchen utensils,. Contractor shall also provide operations centers, recreation facilities and communication services to include telephone and wireless internet connectivity. The Contractor shall keep all of their assets mobile, staged with their own fleet of tractor-trailers, and shall be able to keep those assets available for rapid deployment if required by the Government.

Detailed Scope of Work, specifications, terms, and conditions must be negotiated between the government entity and contractor.

There are six levels of Base Camps:

- Type I support 1000 persons
- Type II supports 750 persons
- Type III supports 500 persons
- Type IV supports 250 persons
- Other: Mobile Life Support Trailers
  Type V: 53' Self Contained Semi-Trailers
  Type VI: 40' Motor Homes
  32' Travel Trailers

OVERVIEW of Services provided at a Base Camp includes:

Staffing and Management:

- Camp construction is considered turn key, bare base, meaning that no on-site infrastructure is technically required to build the camp. Camp construction, engineering and support services are all provided by one prime vendor, who may or may not in turn let sub-contracts for various items or services in the camp.
- Prime contractor provides all engineering and support staff.
- Overall, camp management is the responsibility of government at some level with the assignment of at least a Type III IMT or IST.

Billeting / Camp Type:

- First choice of accommodations is the conversion of a fixed facility / building to accommodate personnel. Such conversion includes installation of dividing walls, partitions or curtains in order to allow for some privacy.
- For larger operations hard-sided tents, long span structures or soft-sided tents or CONEX Systems can be used as billeting. Tent camps can take from 48-96 hours to set-up and must conform to normal wind loading of 45 MPH sustained, or 75 MPH in hurricane areas, based on previous events where storms crossing over the camp has done significant damage to these structures.

Hard sided tents are preferred over soft sided. Tents must be fitted with floors and HVAC systems for climate controlled living conditions.

- For small deployments or where teams are moving from site to site every 1-2 days, self-contained 53' semi-trailer bunkhouses, travel trailers or CONEX mobile bunkhouses or RV's can be utilized. Trailers can accommodate six personnel, while bunkhouses accommodate 10 personnel. 53' semi-trailer can accommodate 12-24 persons.

Food Services:

- Food services will be accomplished through contract catering. Four meals per day will be served in accordance with current US Forest Service Catering Contracts. An approved 14-day rotation meal plan will be established. Food service facilities must meet all required public health code requirements to include a commercial grade (restaurant) NSF approved equipment, sealed floor, HVAC, bug screens and/or air curtain blowers, equipment and utensil sanitation, fire suppression, and hand wash stations in numbers appropriate for the size of camp. Camp catering must be able to feed at least 30% more persons above camp residents

Shower Accommodations:

- Shower trailers or CONEX systems will be brought in. These trailers/CONEX typically accommodate 6-10 persons at a time, include a changing room. Trailers have a high capacity hot water heater, typically fueled by propane or diesel fuels. Camp must be able to shower 20% more persons above camp residents.

Restroom Accommodations:

- Porta-potties will not be used unless no other resources were available, except in remote area such as parking and service areas. Restroom trailers or CONEX systems will conform to ANSI 4.4 regulations. Restroom trailers resemble a public restroom, are well lighted, have mirrors, sinks, toilets, and urinals. Versions are available both men and women. Camp must be able to accommodate 20% more persons above camp residents.

Laundry Facilities and Services:

- Portable laundry trailers or CONEX systems come in two configurations, self-service and commercial. In the self-service, workers can do their own laundry just like in a laundromat. In the commercial version, a contract service will be brought in to wash, dry and fold laundry for base personnel.

Medical Care:

- A basic medical clinic will be provided to afford routine medical check-ups and care. Contractor shall establish the area and provide basic equipment. Medical supplies, equipment, and services shall be provided by either EMS or public health personnel. Any emergency will necessitate calling 911.

Moral, Welfare and Recreation Facility:

- Between meal periods, the dining tent will be used as a recreation facility for Type IV, V, and VI camps. On Type I, II and III camps accommodating over 500 personnel, a separate tent facility will be provided with recreation items such as a Ping-Pong table, large screen TV, reading library, daily newspapers, board games, cards and other items to afford workers a means to relax between shifts. Internet workstations shall be an option for personnel to check e-mail or document work related activities.

Administration:

- Personnel check-in. Agencies sending emergency personnel to a Base Camp will identify those personnel by name / agency to the Camp Manager in advance of arrival, or issue a separate credential. Camp Managers in the Administration Unit will assign berthing space to individuals. Each person shall be issued a unique identity card indicating the level of services the person is entitled to at the camp.
- Three levels of check-in, and issuance of identity cards / credentialing are designated:
  Resident – Full time sleeping, dining and full services
  Meals and Showers Only – Typically for commercial trucking personnel who sleep in their trucks and only require food, shower and laundry support
  Meals Only – Personnel who will only receive meals at the Camp and reside and shower at other locations or at home.
- Telecommunications
  - Public pay phone trailers will be located within the billeting area, food service, recreation and administrative areas to allow personnel to call family and friends
  - POTS or VoIP telephone lines and ISDN, DSL, Satellite, or fiber optic T-1 lines will be ordered to support the administrative office at the Base Camp.
- Office space will be established to allow for the management of the site
- Life Safety & Security will be mission tasked to law enforcement, fire, and EMS agencies to support camp operations.

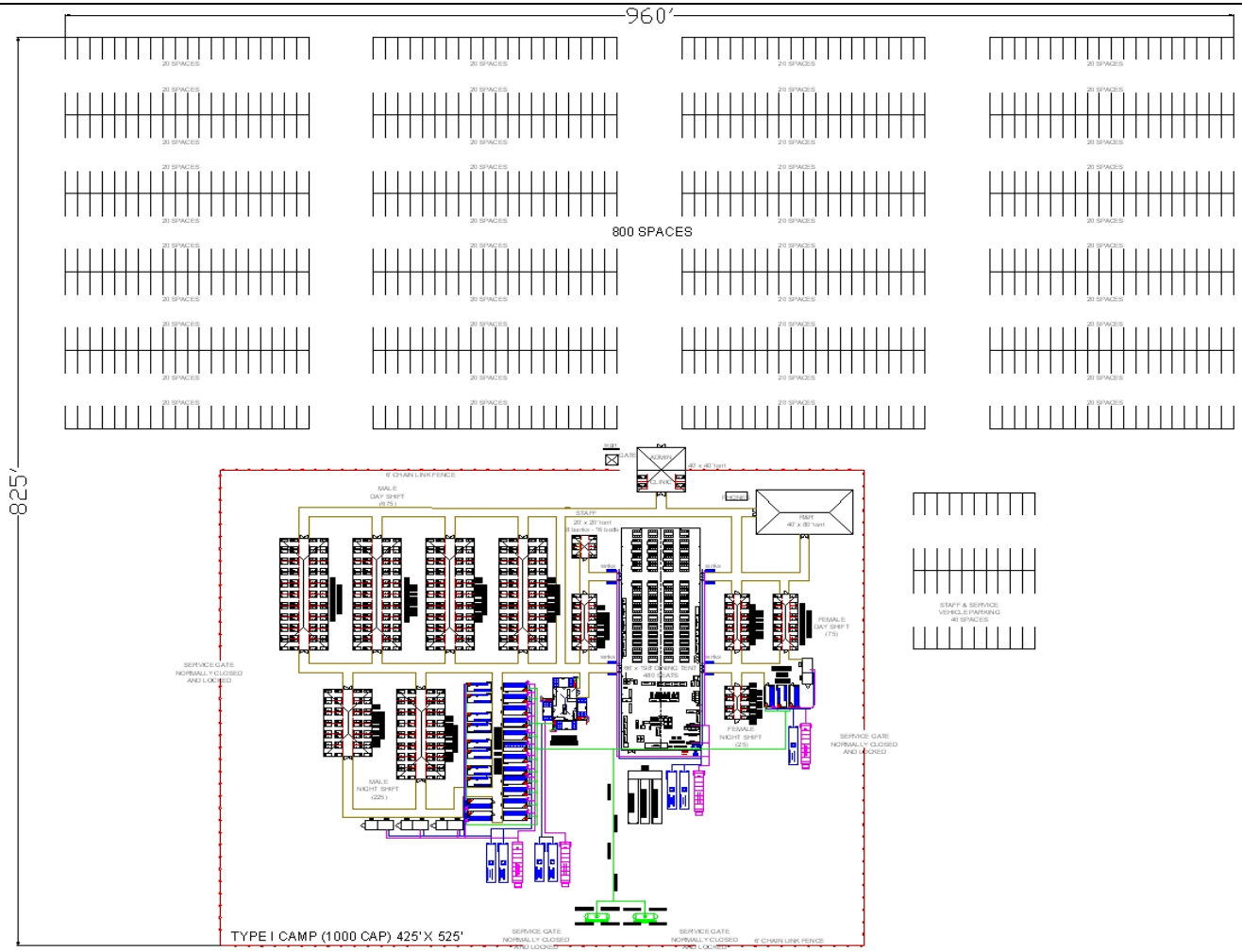


Figure 1: TYPICAL - TYPE I BASE CAMP - 1000 PERSONS

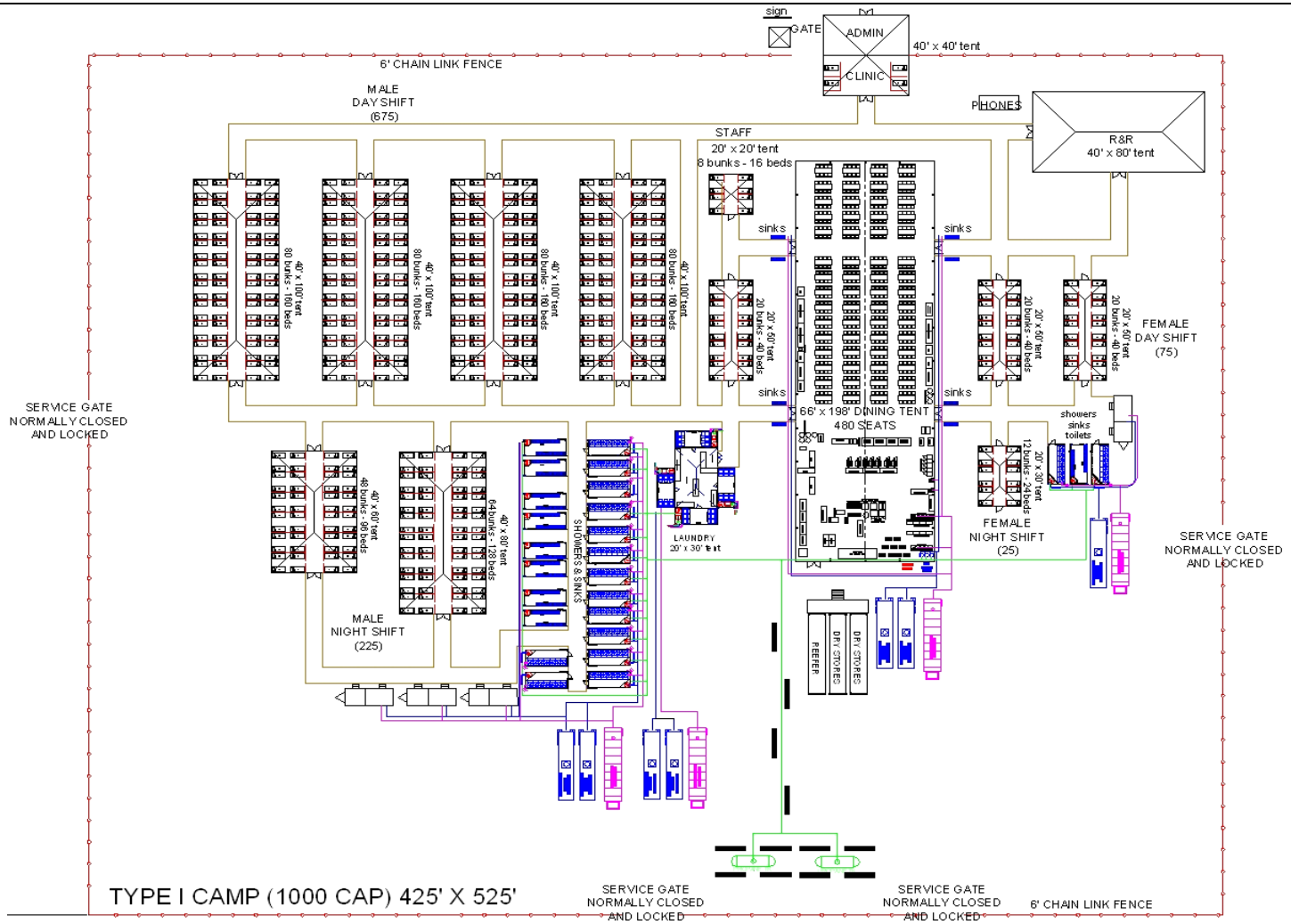


Figure 2: TYPICAL - TYPE I BASE CAMP - 1000 PERSONS

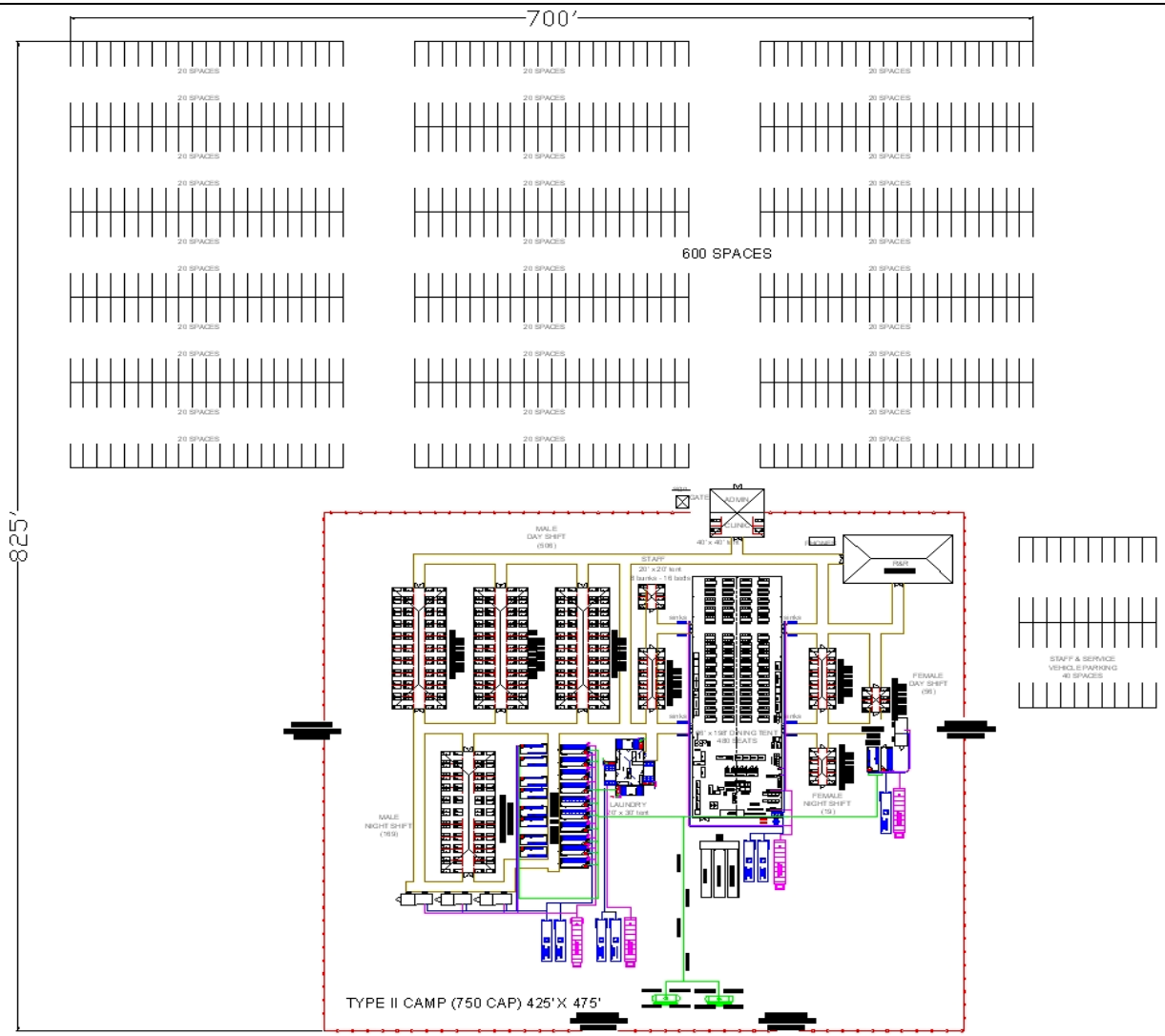


Figure 3: TYPICAL - TYPE II BASE CAMP - 750 PERSONS

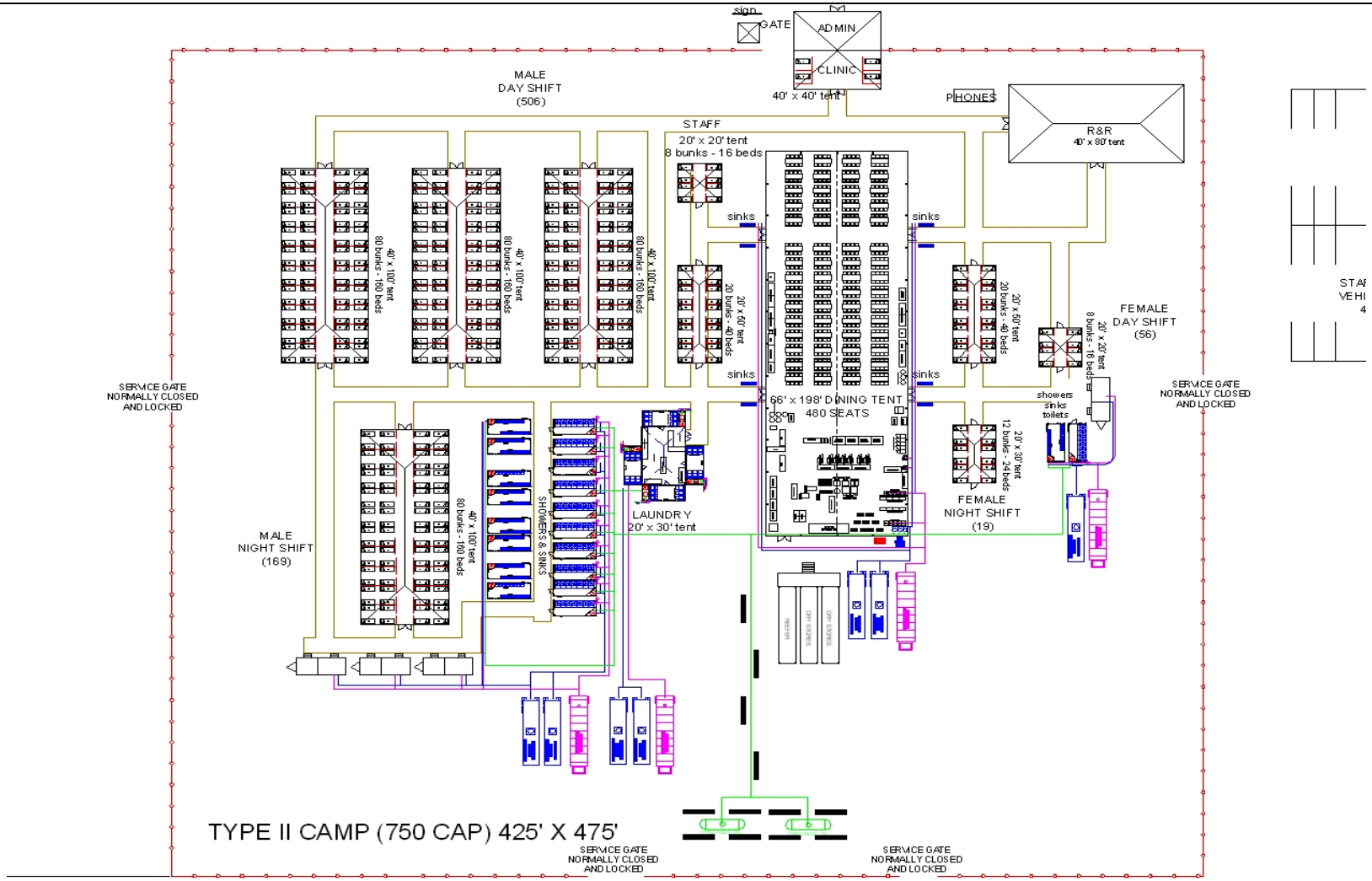


Figure 4: TYPICAL - TYPE II BASE CAMP - 750 PERSONS

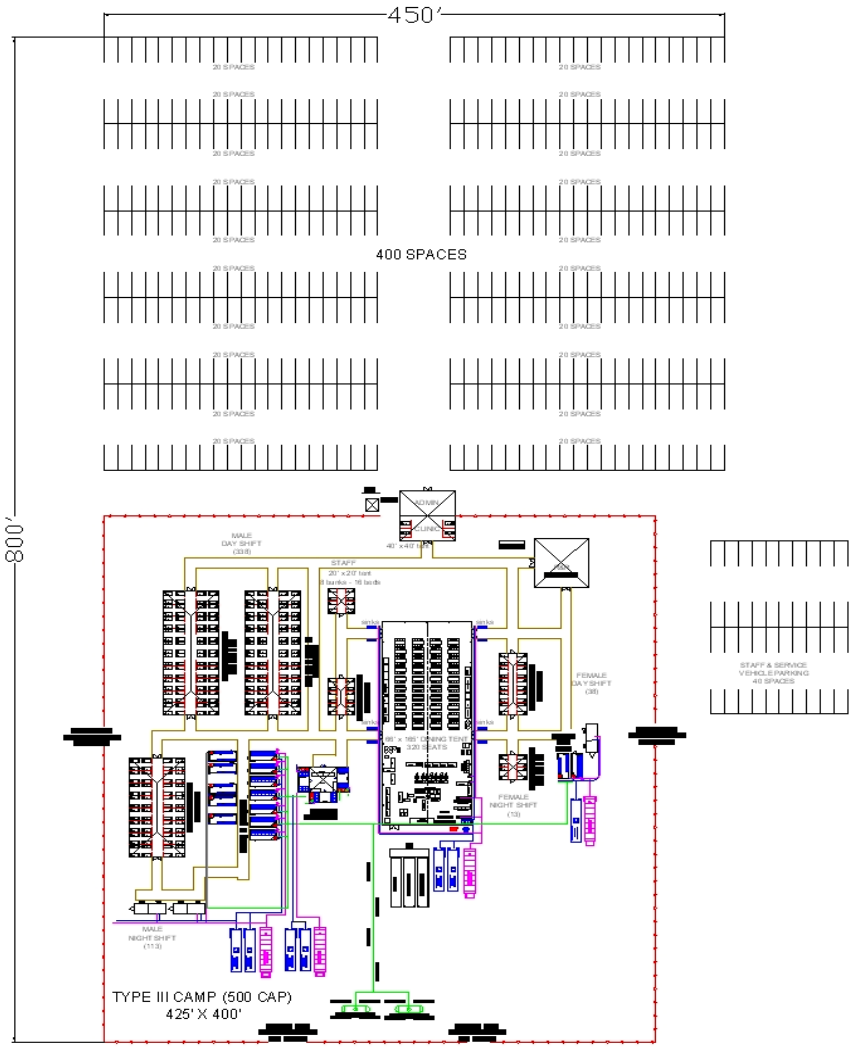


Figure 5: TYPICAL - TYPE III BASE CAMP - 500 PERSONS

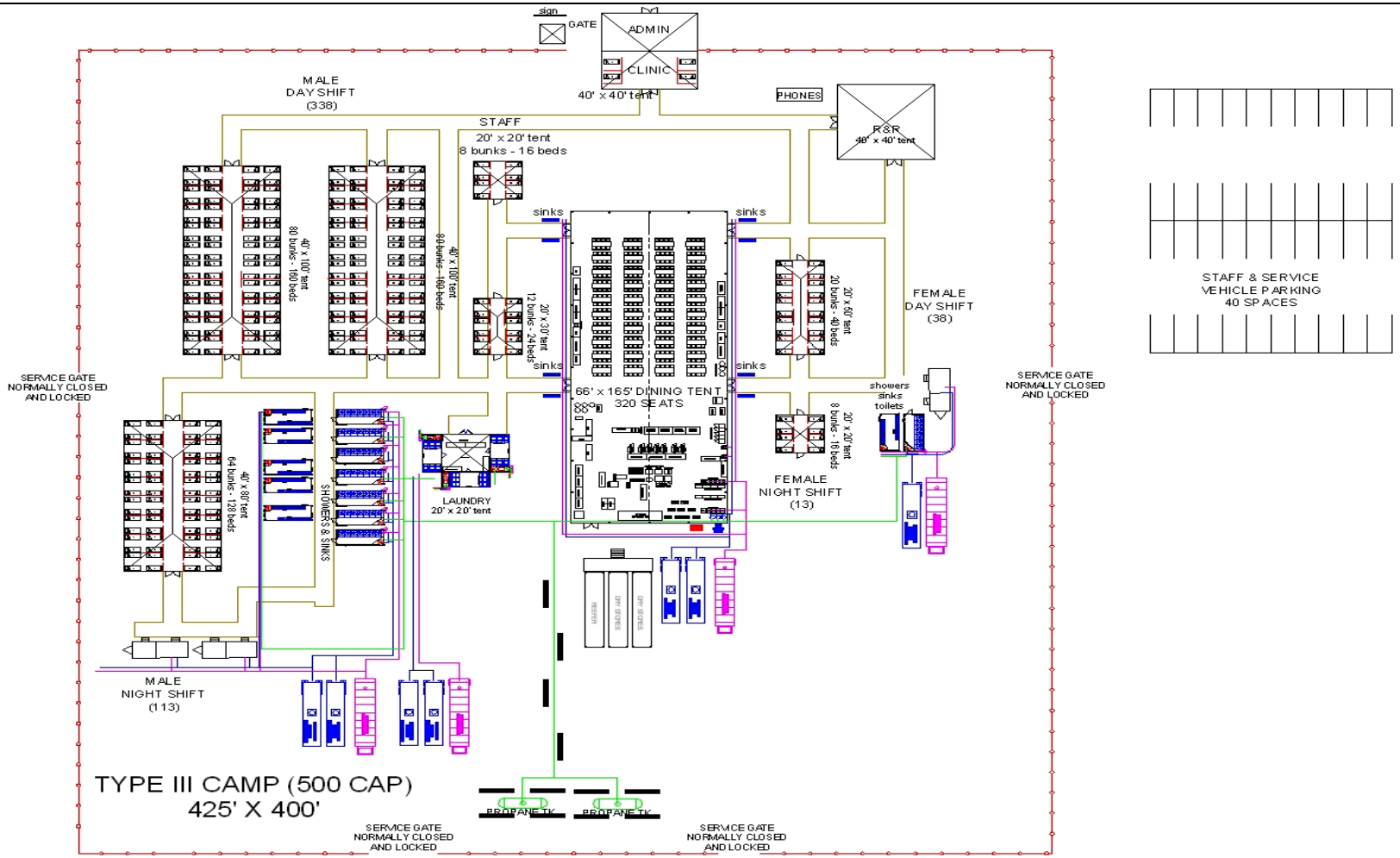


Figure 6: TYPICAL - TYPE III BASE CAMP - 500 PERSONS

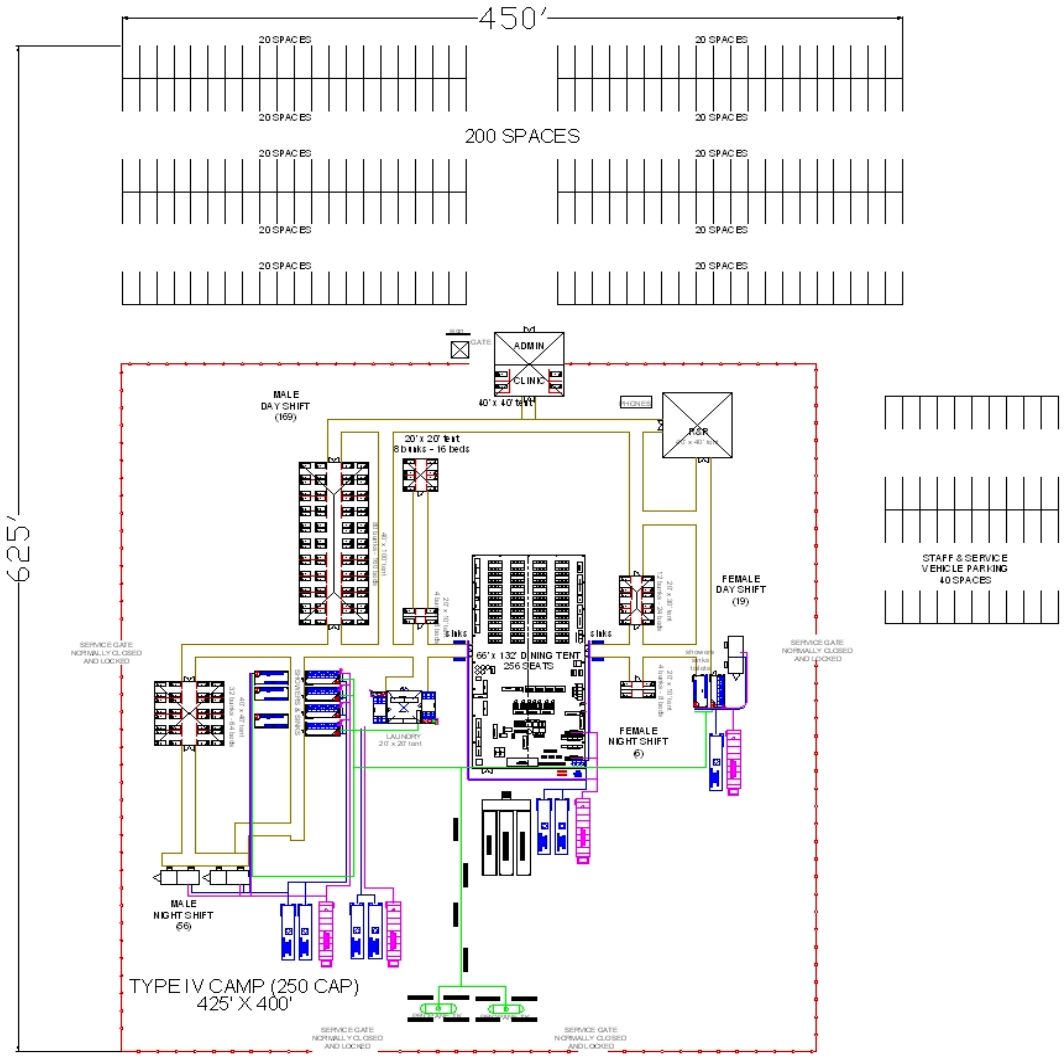


Figure 7: TYPICAL - TYPE IV BASE CAMP - 250 PERSONS

SCOPE OF WORK

SECTION III

DESIGNATED COMMUNITY SHELTER REQUIREMENTS

The Department of Health and Social Services; the American Red Cross; the Delaware National Guard; the Department of Services for Children, Youth and Their Families; the Department of Agriculture; and the Delaware and Kent County SPCAs all share responsibility in the operation and management of community shelters, in coordination with, and support from, other state and local agencies. Specifically:

- The American Red Cross or the Department of Health and Social Services provide sheltering services to the displaced general population.
- The Department of Health and Social Services-Division of Public Health and the Delaware National Guard provides sheltering services to any displaced evacuees with non-acute medical needs.
- The Department of Services for Children, Youth, and Their Families provides sheltering and family reunification services to any unattended children.
- The Department of Agriculture and the SPCAs provide shelter and pet reunification support for displaced companion animals.

Delaware's "community shelter" concept provides for designated space within each shelter facility for each displaced population group listed above as needed, based on the nature and scope of the incident. The concept also designates five (5) companion animal shelters, four (4) large animal shelters, and one (1) wildlife shelter.

SCOPE OF WORK

SECTION IV

TRANSPORTATION SUPPORT REQUIREMENTS

During emergencies, the Delaware Department of Transportation (DelDOT) has overall responsibility for

- coordinating transportation to support the safe and timely evacuation of displaced human and animal populations to designated shelters
- executing the State's Debris Management Plan
- supporting, if requested, the transportation of commodities and goods

During a catastrophic incident, DelDOT may require contractor assistance to augment its available resources. Anticipated needs may include:

- Buses of varying capacity, including buses with bathroom facilities if long-distance or long travel-duration evacuations are contemplated
- Handicap-accessible buses or vans
- Water buffaloes or water tankers
- Horse and livestock trailers
- Cargo vans
- Pick-up trucks
- Refrigerated trucks
- Non-refrigerated container trucks
- Dump trucks
- Four-wheel drive and all-terrain vehicles
- Heavy equipment for debris removal
- Bucket trucks
- Boats (to support water evacuations)
- Helicopters
- Appropriately licensed operators for all vehicle types

SCOPE OF WORK

SECTION V

WASTE REMOVAL AND DISPOSAL SERVICES REQUIREMENTS

The operation of Commodity Points of Distribution (PODs), Community Shelters, and Emergency Worker Base Camps will generate substantial quantities of bio-medical, human, and animal waste, along with large amounts of garbage, trash, and recyclable materials. Any one of these waste categories could quickly create an unhealthy environment for nearby populations, or those populations supported by PODs, Community Shelters, or Emergency Worker Base Camps. As a result, the State will require the regular removal and disposal of these waste products from one or more locations. Vendors will be tasked to provide the necessary resources to remove and dispose of the various waste categories listed above. Vendors must meet all applicable state or local laws in effect at the time of the incident for the retrieval, storage, and disposal of waste items.

SECTION VI

DEBRIS REMOVAL AND DISPOSITION REQUIREMENTS

The State of Delaware Department of Transportation is the lead agency for the removal and disposal of debris that could be generated due to an incident. The State may require supplemental contractor support to assist with its removal and disposition. Debris could include non-diseased animal carcasses, from main roadways and other locations. Additionally, the State may require supplemental contractor support to appropriately address hazardous materials issues, to include the appropriate and expedient containment, removal, storage, and disposition of hazardous waste materials, or diseased animal carcasses.