

Request for Proposal AEPA RFP#021.5 - B DISASTER RECOVERY SERVICES

Part B – Technical Specifications

Table of Contents

1.	Scope of Work	1
2.	Anticipated AEPA Member Agency Participation	2
3.	Anticipated Volume	2
4.	Voluntary Pre-Solicitation Conference Call	2
5.	Glossary of Terms and Abbreviations	2
6.	Product Category Specific Requirements	3
7.	Pricing – See Pricing section in Part A – General Terms & Conditions for details	5
8.	Part F - Pricing Workbook	6
9.	Evaluation	6

1. Scope of Work

AEPA is seeking qualified, experienced contractor(s) to perform Disaster Recovery Remediation Services for natural disasters (such as fire, storms, flooding), pandemic events, vandalism, and terrorism. This RFP will not include the purchase of supplies or equipment, construction, mold or asbestos remediation, recovery planning for technology or financial disasters. Contractor shall have the necessary resources and capabilities to perform the required services and provide the supplies, materials, equipment and labor to perform those services to all participating member states (up to 29) necessary to:

- a. Respond to request from a number of different types of educational, governmental and public institutions seeking Disaster Recovery Remediation Services.
- b. Types of services may include, but are not limited to highly skilled licensed disaster recovery service providers in the event of a manmade or natural disaster to perform, or cause to be performed, disaster recovery services including but not limited to: water extraction; climate control; bag/tag damaged contents; remove wet ceiling tiles, insulation or drywall; remove and discard spoiled food; install temporary roofing; HEPA vacuum surfaces; installation of virus control filters and, wipe and clean surfaces and carpets.

Although the primary focus of this service shall be to respond to the two categories of emergency work that are defined by the Federal Emergency Management Agency (FEMA) as having specific eligibility for reimbursement which are identified as 1) Category A – Debris Removal, and 2) Category B – Emergency Protective Measures, the firm may be requested to respond to other FEMA defined categories of emergency work or for non-declared emergency clean-up and restorative services as may be required by the member states.

2. Anticipated AEPA Member Agency Participation

State	Participate? Yes/No/ Undecided	Other States Member Sells In
California	Yes	AZ, NV
Colorado	Yes	
Connecticut	Yes	MA, ME, NH, NY, RI, VT
Florida	Yes	AL
Georgia	Yes	
Illinois	Undecided	
Indiana	Yes	
Iowa	Yes	IL, SD
Kansas	Yes	OK
Kentucky	Yes	AL, LA, MS, NC, TN, WV
Massachusetts	No	
Michigan	Yes	
Minnesota	Yes	SD
Missouri	Yes	AR, IL, LA, SD
Montana	Yes	ID
Nebraska	Yes	
New Jersey	No	
New Mexico	Yes	
North Dakota	Yes	
Ohio	Yes	
Oregon	Yes	
Pennsylvania	Yes	DE, HA, MD, NY
South Carolina	Yes	
Texas	Yes	
Virginia	Undecided	
Washington	Yes	AK, ID
West Virginia	Yes	
Wisconsin	Yes	
Wyoming	No	SD,UT
Total	24	

Please note that individual AEPA Member Agencies that have indicated that they intend to participate in any contract approved under this solicitation, does not guarantee or mean that the individual AEPA Member Agency will enter into a contract with any AEPA approved Vendor Partner. Each AEPA Member Agency will make that determination after reviewing Vendor Partner responses and AEPA's recommendation for acceptance and award. The AEPA Member Agency's contracting decision shall be final.

3. Anticipated Volume

Disaster Recovery Remediation Services is a new category for AEPA. The resulting contract will be an Indefinite Delivery, Indefinite Quantity (IDIQ) contract(s). AEPA Member Agencies estimate approximately \$2.5 million in sales in the first contract term. AEPA Member Agencies anticipate that purchase volumes will increase over the course of contract years two (2) through four (4). This information is provided as an aid to Respondents in preparing responses only. It is not to be considered a guarantee of volume under this RFP. The successful Vendor Partner's discount and pricing schedule shall apply regardless of the volume of business under the contract.

4. Voluntary Pre-Solicitation Conference Call

AEPA will host a voluntary pre-bid conference call on February 3, 2021, for any interested Bidders or potential Bidders. The conference call times are set in the following schedule for each of the four

contiguous United States time zones. No pre-registration will be required. Recording of the conference call will be posted on the AEPA Website.

Voluntary Pre-Solicitation Conference Call Schedule (All Categories)

RFP	Eastern	Central	Mountain	Pacific
021.5-A HVAC and Mechanical Products and Solutions	11:00 AM	10:00 AM	9:00 AM	8:00 AM
021.5-B Disaster Recovery Services	11:30 AM	10:30 AM	9:30 AM	8:30 AM
021.5-C E-Rate Consulting Services	12:00 PM	11:00 AM	10:00 AM	9:00 AM
021.5-D Mobile and Cellular Connectivity Solutions	12:30 PM	11:30 AM	10:30 AM	9:30 AM

Join Zoom Meeting:

<https://us02web.zoom.us/j/85432001965?pwd=MFBYbzVRTXRqbWFFamR6Z0p6Y2d0UT09>

Meeting ID: 854 3200 1965

Passcode: 3X5CCH

Dial In

929-436-2866 OR 301-715-8592 Passcode: 430264

5. Glossary of Terms and Abbreviations

Abbreviations and Acronyms for Standards and Regulations: Where abbreviations and acronyms are used in specifications or other contract documents, they shall mean the recognized name of the organizations responsible for the standards and regulations in the following list. Names, telephone numbers, and websites are subject to change and are believed to be accurate and up-to-date as of the date of the contract documents.

- a. FEMA – Federal Emergency Management Agency. Federal agency coordinates mitigation for domestic disasters.

6. Product | Category Specific Specifications

Item	Description
6.1.1	Provide all labor, materials and equipment necessary to clean and restore the structure and contents.
6.1.2	Provide general instructional services at no added cost to Member Partner regarding fire and/or flood planning restoration with respect to the covered services.
6.1.3	Provide 24/7 response and service.
6.1.4	Perform a thorough physical survey and inspection to evaluate all damages to contents and structures including the presence of odor, water, and other water damages; in the event of a fire: odor, soot, ash and other fire elements. Member Partner Staff or representatives MUST be present during physical survey of each site.
6.1.5	Provide on-going digital photos and/or digital video as a baseline record and to document work progress.
6.1.6	Provide written/electronic scope of damages.
6.1.7	Provide a written/electronic detail itemized estimate of damages.
6.1.8	At own cost and expense, assume responsibility in accordance with all applicable laws, of any and all leaks or spills, and other emergencies occurring in connection with performance of covered services. If leaks or spills, including leaks or spills of hazardous substances, occur at the worksite that are not in connection with Vendor Partners performance of covered services, response to the leak or spills may be added as a covered service under the procedures provided.
6.1.9	Document and provide on-going periodic written/electronic reports including humidity readings, etc. Submit a sample of written/electronic reports with this proposal, labeled as Exhibit E in a pdf format.
6.1.10	Host daily briefings/meetings with Member Partner staff to communicate work progress, etc.
6.1.11	Provide daily reports with breakdown of all current resource utilization and anticipated daily needs and projected completion times. Submit a sample of daily reports with this proposal labeled as Exhibit F in a pdf format.

6.1.12	Provide to Member Partner, at completion of work, a written/electronic comprehensive final report with detailed information that summarizes all covered services provided by contractor and in sufficient detail to satisfy FEMA and insurance company requirements in order to maximize payment of claims and reimbursement of expenses
6.1.13	Provide itemized invoice of all charges in accordance with the scope of each project within 10 days of project completion.
6.1.14	Stabilize the environment to control moisture and dampness to prevent the growth of mold & mildew.
6.1.15	Evaluate the feasibility of restoring versus replacing damaged items to be reported to customer for determination.
6.1.16	Identify and tag all items that will be restored.
6.1.17	Provide documentation of damaged and non-restorable items.
6.1.18	Pack, transport, and store salvageable items.
6.1.19	Remove acidic smoke and soot from all surfaces, if applicable.
6.1.20	Provide security for the sites to prevent pilfering, theft or vandalism.
6.1.21	Complete fire, smoke, water and wind damage recovery and restoration.
6.1.22	Provide Project Management
6.1.23	Provide Monitoring Services
6.1.24	Provide Water Extraction and Moisture Control. Take immediate action to remove all traces of standing water.
6.1.25	Provide Microbial Remediation
6.1.26	Provide to Member Partner, at completion of work, a written/electronic comprehensive final report with detailed information that summarizes all covered services provided by contractor and in sufficient detail to satisfy FEMA and insurance company requirements in order to maximize payment of claims and reimbursement of expenses.
6.1.27	Stabilize the environment to control moisture and dampness to prevent the growth of mold and mildew.
6.1.28	Evaluate the feasibility of restoring versus replacing damaged items to be reported to customer for determination.
6.1.29	Provide documentation of damaged and non-restorable items.
6.1.30	Provide Media, Documents, Books, and Vital Records Recovery.
6.1.31	Provide Commercial Cleaning/Decontamination of Heating, Ventilation, and Air Conditioning (HVAC) Units and Ductwork, Drapes, Post Construction Cleanup, and Pre-Catastrophe Registration.
6.1.32	Provide service for biohazard incidents.
6.1.33	Building Deodorization/Odor Control – clean, dry, and deodorize all items and surfaces.
6.1.34	Provide floor/carpet cleaning.
6.1.35	Provide content cleaning and decontamination
6.1.36	Provide structural cleaning and restoration
6.1.37	Structure and Content Drying - Provide dry down methods to prevent and/or eliminate excess water including provision of temporary roof covering, as applicable.
6.1.38	Provide protective disinfection services, including wiping down of all horizontal & vertical services with EPA approved disinfectant, ULV fogging and post spray horizontal services.
6.1.39	Provide documentation on all consumable goods utilized on daily log.
6.1.40	Freight for this RFP will be FOB Destination, freight prepaid and added to invoice. The Vendor Partner will maintain risk on all product until the goods are received and inspected by the Buyer. The Vendor Partner will pay shipping costs and add the cost to the Buyers invoice.
6.1.41	All freight charges must be quoted to the Buyer prior to any purchase order being issued by the Buyer.
6.1.43	All product, equipment, supplies and related accessories must be delivered during normal hours of operation on weekdays, unless at the convenience of the Buyer and through mutual agreement with the Vendor Partner.
6.1.44	Stored Materials. Upon prior written agreement between Vendor Partner and Buyer, payment may be made for materials not incorporated in the work but delivered and suitably stored at the site or some other location, for installation at a later date. An inventory of the stored materials must be provided to Buyer prior to payment. Such materials must be stored and protected in a secure location and be insured for their full value by Vendor Partner against loss and damage. Vendor Partner agrees to

	provide proof of coverage and/or addition of Buyer as an additional insured upon Buyer's request. Additionally, if stored offsite, the materials must also be clearly identified as property of Buyer and be separated from other materials. Buyer must be allowed reasonable opportunity to inspect and take inventory of stored materials, on or offsite, as necessary. Until final acceptance by Buyer, it shall be Vendor Partner's responsibility to protect all materials and equipment. Vendor Partner warrants and guarantees that title for all work, materials and equipment shall pass to Buyer upon final acceptance. Payment for stored materials shall not constitute final acceptance of such materials.
6.1.45	Time and Material Agreement. Submit a sample of Time and Material Agreement with this proposal labeled as Exhibit G in a pdf format.

7. Pricing

AEPA has identified acceptable pricing methodologies that are to be utilized to submit pricing. We request that the pricing response contain sufficiently detailed information to determine a realistic cost for AEPA member agencies. The Vendor Partner agrees that the cost for any item offered on this contract will be uniform for all states, and that any differences in pricing are due to state specific installation and labor costs, AEPA Member Agency's Administrative Fee, or other approved reasons. The respondent must provide their pricing as requested utilizing the various pricing methodologies specified. **The Vendor Partner must agree that they will offer prices equal to or better than what they ordinarily offer to individual entities or cooperatives with equal or lesser volume.**

For Disaster Recovery services, vendors may respond with a discount off labor and material costs. Labor must be sufficiently itemized by title and include total rate (salary and fringe). Material costs must be itemized. Any Vendor Partner awarded under a time and materials pricing strategy must provide a "not to exceed" project quote to the purchasing Agency for work approval.

AEPA requires that pricing be returned using the Part F Excel Forms provided.

Primary Pricing Strategies: All respondents will be required to submit "Primary Pricing" in the form of a discount off labor and material costs. Labor must be sufficiently itemized by title and include total rate (salary and fringe). Material costs must be itemized. Any Vendor Partner awarded under a time and materials pricing strategy must provide a "not to exceed" project quote to the purchasing Agency for work approval.

- a. **Volume Price Discounts:** Respondents are encouraged to offer additional pricing discounts that may be offered for a group of agencies in a local geographic area that desire to combine requirements (one time purchase, or annual spend), i.e. local city, county, school district(s), etc. and/or for large one time purchases. Additional volume price discounts are permissible under the following conditions: Discounts should be tiered and based on spend ranges as established by the Respondent on the Pricing Forms. Volume determination shall be determined between the Vendor Partner and the individual Buyers on a case-by-case basis. All additional discounts are to be offered equally to all AEPA Member Agencies and Participating Entities and be based on the Volume Price Discounts originally offered providing the same or similar volume commitment, specific needs, terms and conditions, a similar time frame, seasonal considerations and provided the same manufacturer support is available to the Vendor Partner.

- b. **Progress Payments**

Progress payments are allowed on purchases for goods and services under the following conditions: The Buyer and the Vendor Partner agree to the terms of the progress payments prior to issuing a purchase order; the purchase order describes the amounts to be paid and the date of payment; the Buyer has a satisfactory method of verifying progress described in writing in a letter or on the purchase order; that payments will only be made when actual goods and/or services are verified/received; and that any such payments be made in full compliance of Buyer's local board rules and any and all other applicable state rules and regulations.

- 8. Part F - Pricing Workbook –Pricing shall be completed on the provided pricing sheets (Microsoft Excel Workbook) with the individual tables to be completed as follows:**
- i. F.1 – State Multiplier & Time/Materials (Required)
 - i. F.1- all products and services described are not meant to be a complete list of required products and services however an idea what AEPA is looking for in this solicitation. Additional product and services may be added.
 - ii. F.2 – Volume Discounts (Optional)
 - c. Pricing will be evaluated on a combination of items from all pricing schedules. Pricing evaluation may include other considerations, including the total cost of the acquisition and whether the Proposer’s offering represents the best value. See Evaluation, Approval and Award in Part A – Terms and Conditions for additional information.

9. Evaluation

The AEPA Committee for this category will evaluate proposals based on the entire response, and according to the criteria detailed in Part A for AEPA’s definition of Responsive and Responsible proposals. A recommendation may be made to recommend a single response, or to recommend multiple offers based on differentiation of product or service. AEPA will vote as a whole to accept or not accept a committee’s recommendation. Once accepted, each recommended response will go to the individual states for contract approval. Please note, pricing evaluation may include other considerations, including the total cost of the acquisition and whether the Proposer’s offering represents the best value. The evaluation committee may consider such factors as life-cycle costs, total cost of ownership, quality, and the suitability of an offering in meeting AEPA members’ needs.

Evaluation Criteria	Points
Cost Evaluation	55
Complete Response to RFP	5
Conformance to RFP Terms and Conditions	5
Pricing Equal to or Better Than That Offered to Individual Entities or Cooperatives With Equal or Lesser Volume	5
Quality and Suitability of Services Offered	5
Marketing Plan	5
Financial Viability	5
Demonstrated Track Record of Performance in the Public Marketplace	5
Value Added attributes	5
Background Information	5
Total Points	100