



## **TOWN OF SULLIVAN'S ISLAND**

### **REQUEST FOR PROPOSALS (RFP)**

ON-CALL EMERGENCY DISASTER RESPONSE

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**REQUESTOR:** Town of Sullivan's Island  
2056 Middle Street  
Sullivan's Island SC 29482

**CONTACT:** Glenn Meadows, Chief of Police  
(843) 883-5736  
[gmeadows@sullivansisland.sc.gov](mailto:gmeadows@sullivansisland.sc.gov)

**PROJECT:** **On-call Emergency Disaster Response**  
2056 Middle Street, Sullivan's Island SC 29482

**DATE ADVERTISED:** September 2, 2025

**DUE:** **Friday, September 26, 2025 at 1:00 p.m.**

The Town of Sullivan's Island reserves the right to accept or reject any or all submittals received as a result of this solicitation, to negotiate with all qualified offerors, to award multiple contracts for all or part of the scope of work, or cancel in part or in whole this solicitation, if in the best interests of the Town of Sullivan's Island.

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## **I. General Information**

The Town of Sullivan's Island, hereafter referred to as the "Municipality", seeks a qualified logistics contractor to provide on-call emergency disaster response, recovery, and related services on an as-needed basis in response to declared or undeclared emergency events, under its emergency procurement authority pursuant to applicable South Carolina law.

## **II. Background**

The Town of Sullivan's Island is a small barrier island, approximately 3.5 miles long and one-half mile wide, located just north of the Charleston, SC harbor on the Atlantic Ocean. It is primarily a residential island with approximately 2100 residents and 1000 residential homes. Its business district, located near the center of the island, is 2.5 city blocks long and home to restaurants and commercial offices/business. The goal of this project is to enter into an emergency services agreement to enable immediate response to declared or undeclared emergency events, with no minimum compensation unless and until activated by a Notice to Proceed or Work Order.

## **III. Scope Of Work**

The general scope of work includes services in Exhibit A ("Scope of Services") as may be requested by the Municipality pursuant to written Notices to Proceed and/or Work Orders issued by the Municipality's authorized official. For federally declared disasters or federally states of emergency, the duration of any activated Services shall not exceed 180 days from the date of the applicable federal declaration unless expressly extended by the Municipality in writing. For non-declared events, the duration shall be as specified in the applicable Work Order or mutually agreed in writing by the Parties. Subject to Municipality's written authorization, Contractor shall mobilize and stage personnel, trucks, trailers, and equipment prior to a disaster event at a mutually agreed upon rate in accordance with the Rate Schedule. Mobilization may include advance placement of crews and equipment to perform immediate emergency operations such as roadway clearance, cut-and-toss, or other limited debris relocation necessary to restore access or ensure public safety. Contractor shall furnish and provide all materials, supplies, tools, equipment, labor, supervision, and expertise to properly and professionally perform all required services described in this RFP.

### **A. CONTRACTOR'S RESPONSIBILITIES**

1. **No Minimum Commitment.** Nothing in the RFP, or future Agreement, obligates Municipality to issue any minimum number of Notices to Proceed or Work Orders, nor to order any minimum quantity of Services or to pay any minimum amount to Contractor, unless and until Services are performed under a valid Notice to Proceed or Work Order. The quantity, scope, and duration of Services shall be defined by Municipality upon mutual agreement at the time of issuance of each Notice to Proceed or Work Order to correspond to the specific emergency event. The Contractor shall comply with all applicable FEMA, OSHA and MIOSHA regulations.
2. **Operation of Equipment.** The Contractor shall operate all trucks, trailers, and other equipment in compliance with all applicable federal, state, and local laws, rules, and

regulations, including FEMA Guidelines, and shall ensure that all equipment is maintained in good working condition.

3. Security. The Contractor shall be responsible for job site security of all materials and tools provided by him/her and no claim for loss or damage will be considered by the Town.
4. Debris Clearance and Temporary Relocation. Contractor shall, when directed under a valid Notice to Proceed or Work Order, perform limited debris clearance and cut-and-toss operations necessary to restore access or ensure public safety. Such operations may include cutting, pushing, or moving fallen trees, limbs, or other obstructions from roadways, rights-of-way, or other critical areas. Unless otherwise expressly authorized in writing by Municipality, Contractor shall not haul, transport, or assume ownership of any debris beyond the point of temporary relocation necessary to clear access. Any debris collected or relocated shall remain the property of the Municipality or the underlying property owner.
5. Other Contractor(s). The Contractor shall acknowledge the presence of other Contractors involved in disaster response and recovery activities by the federal, state, and local government and of any private utility, and shall not interfere with their work
6. Time of Work and Completion. For federally declared disasters or federally states of emergency, the duration of any activated Services shall begin no more than 24 hours after written Notices to Proceed and/or Work Orders issued by the Municipality's authorized official and shall not exceed 180 days from the date of the applicable federal declaration unless expressly extended by the Municipality in writing. For non-declared events, the duration shall be as specified in the applicable Work Order or mutually agreed in writing by the Parties. Subject to Municipality's written authorization, Contractor shall mobilize and stage personnel, trucks, trailers, and equipment prior to a disaster event at a mutually agreed upon rate in accordance with the Rate Schedule. Contractor will ensure work is completed expediently and in adherence with the respondent's project schedule. If contractor requires additional time to complete the scope of work, adequate justification shall be made to the Town for written authorization and approval. Contractor activities on Sullivan's Island will take place 24/7, or as otherwise indicated in Notices to Proceed or Work Orders.
7. Private Property. The Contractor shall only provide the Services on private property when expressly authorized by the Municipality in writing pursuant to applicable laws.
8. Hazardous Material: The successful Respondent(s) shall use, handle, store, dispose of, process, transport and transfer any material considered a hazardous material in accordance with all federal, state and local laws. If the successful Respondent(s) encounters material reasonably believed to be a hazardous material and which may present a substantial danger, the successful Respondent(s) shall immediately take any necessary health and safety precautions.

9. Demobilization: Site demobilization includes all labor related to removal of personnel, equipment, supplies, rubbish and incidentals from the project site. Any minor damage of trees, grass, landscaping, sidewalks shall be avoided and/or repaired as needed.
10. Standard of Care and Warranty Period. Contractor shall exercise the same degree of care, skill, and diligence in the performance of the Services as is ordinarily exercised by contractors providing similar services under similar circumstances. If, during the term of this Agreement or within one (1) year following completion, any Deliverables or Services are determined to be materially deficient, Contractor shall, upon written notice from Municipality, promptly re-perform or correct such Services at no additional cost to Municipality. Contractor shall have a reasonable opportunity to review and confirm any claimed deficiency before undertaking re-performance.
11. Licenses and Permits. Contractor warrants that it shall, at its own expense, maintain in good standing all licenses, certifications, and permits required by applicable federal, state, and local laws necessary to perform the Services as an independent contractor.
12. Knowledge and Authority. Contractor shall represent that it possesses the knowledge, expertise, and experience necessary to perform the Services in a professional and workmanlike manner. Contractor shall further represent that it is duly organized, validly existing, and in good standing under the laws of its jurisdiction of formation, and that any Agreement has been duly authorized and executed by an authorized representative with full authority to bind Contractor.
13. Performance and Payment Bonds. Within a reasonable time after issuance of a Notice to Proceed or Work Order by Municipality, Contractor shall furnish a Performance and Payment Bond in an amount equal to the authorized Work, executed by a surety authorized in South Carolina, in compliance with the South Carolina Little Miller Act (S.C. Code § 11-35-3030 et seq.).

## B. TOWN RESPONSIBILITIES

1. Provision of Data and Resources. Municipality shall make available to Contractor any maps, plans, existing studies, reports, staff, representatives, or other data pertinent to the Services and in Municipality's possession and shall provide any criteria reasonably requested by Contractor to assist in the performance of the Services.
2. Access to Public Information. Upon Contractor's request, Municipality shall reasonably cooperate in arranging access to public information necessary for Contractor to perform the Services.
3. Compensation. Contractor shall be compensated only for Services actually performed in accordance with Notices to Proceed or Work Orders.
4. Invoices and Payment. Contractor shall submit monthly invoices with the following information: (1) Name and address of the Contractor; (2) Purchase Order Number; (3)

Contract Number; (4) Date of Invoice; (5) Invoice number; (6) Name, type, and quantity of Services; (7) Item descriptions and quantities; (8) Period of time covered by the invoice; and (9) Total value of invoice. Municipality shall pay undisputed amounts within thirty (30) days after receipt.

5. Disputed invoices. Municipality shall notify Contractor within ten (10) business days if any portion of an invoice is disputed and undisputed amounts shall remain due and payable as required.

## **I. Request For Proposals (RFP) Process and Policies**

### **Submittal of Statements of Proposals**

The Town of Sullivan's Island is hereby issuing this Request for Proposals (RFP) to firms that have the capability and interest in undertaking and performing the scope of work described in this RFP. The RFP will be publicly advertised in accordance with the Town's procurement guidelines.

The OFFICIAL CONTACT for this solicitation is:

**Glenn Meadows**

**Police Chief**

**(843) 883-5736**

[gmeadows@sullivansisland.sc.gov](mailto:gmeadows@sullivansisland.sc.gov)

Each firm responding to this solicitation is officially a RESPONDENT. Each respondent must submit a sealed package containing one (1) hard copy plus one (1) digital (emailed) copy of its statement of Proposals to the address above no later than **Friday, September 26, 2025 at 1:00 pm**. Statements of Proposals may be submitted in person, by messenger, or by regular mail. All submissions will be logged in and date and time stamped.

**Any Proposals package that is received after the date and time specified will be logged and date and time stamped as "late" and returned unopened to the respondent.**

### **Proposed Procurement Timeline**

Release date for RFP	September 2, 2025
Site Inspection/ Walk Through	Friday, September 12, 2025, 10:00 a.m.
Final Date to Receive Written Questions/Clarifications	Monday, September 15, 2025, 5:00 p.m.
RFP Closing Date	Friday, September 26, 2025, 1:00 p.m.
Selection of Bid	TBD
Execution of Contract with Consultant	TBD

### **Labeling of Submissions**

All submissions must be submitted in a sealed envelope or package plainly marked "*Town of Sullivan's Island – On Call Emergency Disaster Response, Attn: Chief Meadows*" with the name and address of the respondent in the upper left-hand corner. No responsibility will attach to the Town of Sullivan's Island or any official or employee thereof, for the pre-opening, post opening, or failure to open a submission not properly addressed and identified.

### **Proprietary/Confidential Information**

All materials and written Proposals submitted pursuant to this RFP shall become the property of the Town of Sullivan's Island and will not be returned. All respondents must visibly mark as "CONFIDENTIAL" each part of their submission that they consider to contain proprietary information the release of which would constitute an unreasonable invasion of privacy. All unmarked pages will be subject to release in accordance with law. Marked pages will not be disclosed if they are deemed to meet the requirements under the South Carolina Freedom of Information Act, S.C. Code Section 30-4-10, *et seq.* Respondents should be prepared, upon request, to provide justification of why such materials should not be disclosed in accordance with the South Carolina Freedom of Information Act.

### **Questions/Requests for Clarification**

All questions and/or requests for clarification regarding this RFP should be provided in writing to Chief Meadows via email at [gmeadows@sullivanisland.sc.gov](mailto:gmeadows@sullivanisland.sc.gov) no later than **Monday, September 15, 2025 at 5:00 p.m.** All questions submitted and their answers will be posted on the Town of Sullivan's Island website as an addendum to this RFP. No telephone inquiries will be accepted.

### **Addenda**

If it becomes necessary to revise any part of this RFP, a written addendum will be issued. All addenda issued by Town of Sullivan's Island will become part of the official RFP and will be posted on the Town of Sullivan's Island website [link](#). Receipt of all addenda must be acknowledged in the response to this RFP.

### **Contact Policy**

No direct or indirect contact regarding this solicitation may be made with any representatives of the Town of Sullivan's Island other than the official contact identified in this RFP. If such contact is made, the Town of Sullivan's Island reserves the right to reject a submission by that respondent. All questions and/or requests for clarification must be provided in accordance with the Questions/Requests for Clarification section. This contact policy applies to site visits and requests for technical information. Any technical information needed from the Town of Sullivan's Island to prepare a submission should be coordinated through the Questions/Requests for Clarification process outlined above.

### **Acceptance and Rejection of Submissions**

Any submissions that do not conform to the essential requirements of the RFP shall be rejected.

The Town of Sullivan's Island reserves the right to waive informalities and minor irregularities in submittals and reserves the sole right to determine what constitutes informalities and minor irregularities. The Town of Sullivan's Island also reserves the right to accept or reject any or all submissions received in response to this RFP. The Town of Sullivan's Island is not obligated to enter into any contract on the basis of any submittal in response to this RFP. The Town of Sullivan's Island reserves the right to request additional information from any firm submitting under this RFP if such information is necessary to clarify the submission.

### **Cancellation/Rejection**

The Town of Sullivan's Island may cancel this RFP in whole or in part at any time if it is determined to be in the best interest of the Town of Sullivan's Island. The Town of Sullivan's Island may reject any or all submissions in whole or in part if it is determined to be in the best interest of the Town of Sullivan's Island.

### **Conflict of Interest**

Respondents shall promptly notify the Town of Sullivan's Island in writing of all potential conflicts of interest for any prospective business association, interest, or other circumstance, which may influence or appear to influence the respondent's judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest, or circumstance, the nature of work that such a person may undertake, and request an opinion of the Town of Sullivan's Island as to whether the association, interest, or circumstance would, in the opinion of the Town of Sullivan's Island, constitute a conflict of interest. By responding to this solicitation, the respondent certifies that it has no conflict of interest with any employee, agent, elected official or officer of the Town of Sullivan's Island or any other conflict as may be set forth herein.

### **Collusion**

More than one submission from an individual, firm partnership, corporation, association or related parties under the same or different names will not be considered. If the Town of Sullivan's Island believes that collusion exists among respondents, all submissions from the suspected firms will be rejected. "Related parties" means respondents or the principals thereof, which have a direct or indirect relationship or profit-sharing interest in another respondent.

Respondents shall comply with all local, state, and federal directives, orders, and laws applicable to this RFP and any resulting contract.

By responding to this RFP, respondents certify that the response is made without previous understanding, agreement, or connection with any person, firm or corporation making a submission for the same item, and they certify the knowledge that this would constitute an illegal action.

## **V. Statement Of Proposals Contents**

Respondents interested in providing the services outlined in this RFP must prepare and submit a statement of Proposals that must not be more than the equivalent of ten (10) single sided 8 ½ by 11-inch pages in length (not counting the front and back covers, section dividers that contain no



information, and any required forms). The submission must include the following, in the order listed:

#### **Cover Letter**

The response should contain a cover letter signed by a person who is authorized to commit the respondent to perform the work described in this RFP and should identify all subcontractors, materials, and enclosures being forwarded in response to the RFP.

#### **Relevant Experience**

At a minimum, successful submittals shall demonstrate experience and technical competence with the requirements outlined in the above scope of work. Provide descriptions of similar projects that your organization and/or key personnel have completed, including tasks involved, timeframes, and outcomes. Also include any relevant work performed in a nearby jurisdiction and how this experience relates to the development of the Scope of Work outlined in Section III.

## **VI. Evaluation and Award Process**

#### **Selection Committee**

The Town of Sullivan's Island may conduct a selection process to determine the most qualified respondent at the least cost. This process will include the formation of a staff selection committee and the appointment of other technical advisors as needed to review all the submissions and score them based on the established selection criteria outlined herein. The award will be made to the highest rated and ranked respondent based on the cumulative scores of the selection committee.

The Town of Sullivan's Island reserves the right to contact a firm to obtain written clarification of information submitted and to contact references to obtain information regarding performance, reliability, and integrity. After evaluating the submitted Statements of Proposals, the staff selection committee may choose to interview a short list of firms prior to ranking the respondents. If interviews will be conducted, short-listed respondents will be notified at least ten (10) business days prior to the interview date.

#### **Notice of Intent to Award**

The selection committee's recommendation for award will be presented to the Sullivan's Island Town Council for consideration. If approved, a notice of "Intent to Award" will be posted on the Town of Sullivan's Island website. A notice will also be emailed to all respondents informing them of the committee's recommendation.

#### **Protested Solicitations and Awards**

Any respondent who is aggrieved in connection with the solicitation or award of a contract may protest according to the procedures in the Town of Sullivan's Island's procurement policy, [Section 37.06](#).

#### **Contract Negotiations/ Award of Contract**

After the close of the appeal period, if no appeals were received or successfully granted, the highest rated respondent identified by the selection committee and approved by Town Council will be invited to enter contract negotiations with Town of Sullivan's Island to finalize the scope of work, personnel, hours, hourly rates, use of sub-consultants, and other direct costs that will be required to complete

the agreement between the Town of Sullivan's Island and the selected respondent. If an agreement cannot be reached with the top ranked firm, the Town of Sullivan's Island will select the next highest ranked responsive and qualified firm and the negotiation phase will be repeated. This process will continue until an agreement is reached with a qualified firm that can provide the required scope of services within the project budget. Any contracts awarded as a result of this procurement process will be between the respondent and the Town of Sullivan's Island.

Once a draft contract is negotiated, the Town of Sullivan's Island and the selected respondent may enter into the contract. Failure to adhere to this policy could result in disallowed grant costs and the cancellation of this solicitation.

#### **IV. Selection Criteria**

The selection criteria and their relative importance in making the selection are:

##### **Project Understanding and Approach (25 points)**

Logistical understanding, technical expertise and competence, and years of experience of individuals who will be assigned to this project.

##### **Related Experience on Similar Projects (25 points)**

Extent of relevant experience with similar projects. Outline how the Sullivan's Island project will be conducted and the similarities to previous projects.

##### **Project Schedule and Budget (25 points)**

Performance recommendations regarding work quality, schedule, budget (cost), communication and coordination of projects.

##### **Recent, Current, and Projected Workload (25 points)**

Workload of the contractor and key personnel and how it might impact the respondent's ability to meet the project's schedule requirements. Please provide a project timeline estimating the time required for project milestones and completion of the project.

#### **V. Other Requirements of Consultant if Contract Awarded**

If awarded a contract, the winning bidder should be prepared to comply with the following:

- A. Insurance: No work shall commence until the contractor/ consultant obtains, at his own expense, insurance protecting both the Town and the contractor/ consultant from any and all claims for personal injury, death, property damage, workers compensation or other claims arising from performance of the contract. Certificates of insurance from insurance carrier(s) suitable to the Town, stating the amount and nature of the consultant's insurance coverage shall be delivered to the Town prior to the commencement of work on the project. **\*\*Unless otherwise directed in writing by the Town, the consultant shall maintain minimum insurance coverage identified below for the duration of the project:**
- B. Commercial General Liability Insurance on an occurrence basis in an amount equal to \$1,000,000 for each occurrence and must include the following coverages: (i) completed operations coverage and (ii) personal injury coverage. Policy must name the Town of Sullivan's Island as an additional insured.
  - a. Workers' Compensation Insurance in the amounts as follows:

1. Bodily Injury by accident, \$500,000 each accident.
  2. Bodily Injury by disease, \$500,000 policy limit.
  3. Bodily Injury by disease, \$500,000 each employee.
- b. Commercial motor vehicle liability Insurance in the amount of \$500,000 if the company owns automobiles. No endorsement limiting or excluding a required coverage is permitted. Policy must name the Town of Sullivan's Island as an additional insured.
  - c. Maintenance of state and local licenses necessary to operate a business in the Town of Sullivan's Island. These costs are not to be paid in whole or in part by the Town.
  - d. Indemnify and hold the Town of Sullivan's Island harmless for any and all claims arising out of its performance of its duties under this contract.
  - e. Comply with all applicable federal, state and local laws, ordinances and regulations.
- C. Imposition of Indemnification: No contract may impose or create any obligation for the State and/or its political subdivisions (i.e., Town of Sullivan's Island) to hold harmless, indemnify or defend any contractor against legal claims. The Town shall be responsible for its employees and agents' negligence that results in any loss or damage to any property or injury to any person arising out of, or connected with, the use of premises or operation of an agreement.

## **VI. Terms and Conditions for Professional Services Contracts**

The following terms and conditions will be incorporated into the contract for this work:

### **1. Termination for Cause and Convenience**

The contract may be terminated in whole or in part as follows:

- i. By the Grantee, if a contractor fails to comply with the terms and conditions of the contract award or federal or state grant award;
- ii. By the Grantee, to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities;
- iii. By the Grantee with the consent of the contractor, in which case the two parties must agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated;
- iv. By the Grantee upon written notification setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if the Grantee determines in the case of partial termination that the reduced or modified portion of the contract will not accomplish the purposes for which the contract was made, the Grantee may terminate the contract in its entirety; or
- v. By the Grantee pursuant to termination provisions included in the federal or state grant award.

### **2. Administrative, Contractual, and Legal Remedies**

In addition to any of the remedies described elsewhere in the contract, if the contractor materially fails to comply with the terms and conditions of this contract, including any federal or state statutes, rules or regulations, applicable to this contract, the Grantee may take one or more of the following actions:

- i. Temporarily withhold payments pending correction of the deficiency by the contractor;

- ii. Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
- iii. Wholly or partly suspend or terminate this Contract; and
- iv. Take other remedies that may be legally available.

3. Equal Opportunity Clause

During the performance of this contract, the contractor agrees as follows:

- i. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:
  - a. Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- ii. The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
- iii. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts.

## **Exhibit A – Scope of Services**

### **1. Pre-Event Planning and Readiness**

The Municipality seeks a respondent to provide pre-event planning, coordination, and technical assistance to support emergency preparedness and seamless integration during future activation. The following services will be provided:

#### **1.1. Planning and Coordination**

Respondent will schedule a meeting with the Municipality within 30 days of contract start date to initiate deliberate joint planning of logistical, operational, and administrative components of response and recovery.

Respondent will conduct ongoing plan reviews with the Municipality at least annually or as requested, incorporating updated plans, processes, procedures, points of contact, Lessons Learned, guidance and policy updates, and hazard-specific considerations.

#### **1.2. Technical Review and Site Assessment**

The Municipality and Respondent will collaborate on review and development of site-specific plans for Points of Distribution (PODs), base camps, staging areas, community reception centers, donation centers, and other known needs of the Municipality.

Respondent will work with the Municipality to identify and document support needs for critical public facilities, wildland and urban firefighting, emergency communications, and other specialized infrastructure requiring pre-planned support, along with specific systems or programs that the Municipality requests Respondent to use. As part of this effort, Respondent will address the identified needs and plan for the use of applicable systems.

#### **1.3. Training and Exercises**

Respondent will participate in training, exercises, workshops and planning events upon the Municipality's request to support integration with the Municipality and their stakeholder teams, and to receive and provide technical insight to enhance preparedness.

#### **1.4. Support During Incident Projection or Occurrence**

Respondent and the Municipality will engage each other to prepare for projected incidents, events, and training and exercises to coordinate needs in alignment with pre-established planning documents.

Respondent will maintain readiness to mobilize support and resources with both advance notice and immediately for spontaneous incidents.

#### **1.5. Subcontractor and Resource Integration**

Respondent will maintain a vetted and scalable subcontractor network for surge capacity during response. Respondent will coordinate with the Municipality to incorporate recommended subcontractors and local vendors into their plans to the extent possible, in alignment with the Municipality's operational priorities.

## **1.6. Documentation and Compliance**

Respondent will align planning and coordination activities with applicable federal, state, and local documentation and reimbursement requirements provided by the Municipality, including FEMA guidance to the greatest extent possible.

## **2. Activation and Response Support**

In the event of an emergency or upon authorization by the Municipality, Respondent will be prepared to provide rapid-response logistics, personnel, equipment, and technical assistance in accordance with the pre-developed plans and anticipated needs. Services include, but are not limited to the following:

### **2.1. Pre-position Contracting**

Integrate into the Municipality's operations to identify, pre-position and oversee Respondent, its subcontractors and other assets and resources in advance of emergency operations to provide for timely deployment of fully stocked resources and trained teams.

### **2.2. Logistical Support**

Deploy turnkey site support and 24/7 logistical coordination and support via EOC, Command Post or other integration. Assist in identification and procurement of operational needs, and provide oversight of the delivery, deployment, and maintenance of Respondent resources, subcontractor assets, and the Municipality owned resources as authorized. Deploy pre-packed supply trailers to include firefighting, hazmat, rescue and industrial safety supplies and equipment.

### **2.3. Emergency Workforce Housing and Sustenance and Community Shelter Support**

Deploy fully equipped scalable base camps for first responders and support personnel. Provide community sheltering and comfort station needs with ADA compliant facilities. Service includes catering, showers, bathrooms, laundry, water/wastewater management, and climate control. Offer the option to provide select components - such as mobile catering, tents/trailers, HVAC service, power, water, and other essential infrastructure - as standalone elements.

### **2.4. Site Preparation**

Manage debris clearance and transportation, grading and leveling, fencing and lighting, site layout and utilities to provide safe, accessible, and ready for temporary operations.

### **2.5. Portable Modular Facilities**

Install, sanitize, maintain and manage modular facilities including bunk rooms, showers, restrooms, command centers, and first aid units. Units can be deployed together to form a full-service basecamp supporting sustained operations, or to supplement specific operations. Provide support items such as optional laundry service, and command display equipment to enhance situational awareness and briefings in the field.

### **2.6. Tents and Shelters**

Deploy, set up, and maintain tents with climate-control and lighting configurable for command, shelter, dining, or triage.

### **2.7. Generator Support**

Deploy, set up, and maintain authorized pre-planned generator packages to support critical public facilities, along with additionally authorized generators, appropriate cables, and 72-hour fuel for spontaneous needs of the Municipality and their partners, as authorized by the Municipality.

### **2.8. Portable Lighting**

Provide and manage lighting solutions ranging from handheld options to trailer-mounted and

battery-powered units to enable 24-hour operations.

### **2.9. Portable Toilets**

Deploy, set up, clean, service, and manage portable toilet units and/or restroom trailers, with ADA options when needed, and handwash stations to support long-term operations.

### **2.10. Portable Potable Water Storage**

Deliver water tanks and hydration trailers and support sanitation protocols and refilling schedules to supply clean drinking water.

### **2.11. Emergency Pumps and Piping**

Mobilize and employ dewatering systems with additional equipment, operators and piping to control and maintain infrastructure for flood mitigation and response.

### **2.12. Logistics, Transportation and Storage**

Provide refrigeration trailers for food storage and medical needs, box trucks, trailers, and forklifts; CDL or other qualified drivers to deliver essential supplies and equipment to, from, and inside incident sites, PODs, logistical staging areas, warehouses, or other strategic locations. Establish storage in tents, local warehouse rental space, or Conex storage units for gear, supplies and sensitive materials.

### **2.13. Emergency Communications**

Deploy and maintain portable satellite phones and internet systems for voice and data communications to allow EOCs, critical public facilities, and field operations to stay connected when infrastructure is down.

### **2.14. Community Points of Distribution (PODs) Support**

Support POD operations with all required logistical equipment (material handling equipment, power, restrooms), manpower, supplies (traffic management, signage), security, trash collection and removal, and public relations. Establish and manage scalable public distribution of food, water, ice, tarps, and other key supplies while providing key indicators to aid the Municipality's decision-making. When the Municipality's resources are used, apply a credit or adjustment process based on customer-provided resources to provide itemized, transparent and accurate billing.

### **2.15. Donations Management**

Establish and oversee the intake, sorting, and distribution of donated goods to ensure the right resources reach the right people in need efficiently, while providing key indicators to aid in the Municipality's messaging and decision-making.

### **2.16. Emergency Materials and Supplies**

Respondent will maintain stocked resources, pre-established partnerships and standby teams at no cost to the Municipality unless activated or authorized under this agreement. These resources will be prepared to deploy, setup and maintain operations to support orderly distribution, tracking and restocking of bottled water ice, tarps, and meals ready to eat for the public, responders, and critical infrastructure facilities.

### **2.17. Consumables**

Supply essential items such as linens, blankets, sleeping bags, pillows, towels and washcloths, hygiene supplies and infant care items to shelters, PODs, and other key locations.

### **2.18. Emergency Services**

### **2.18.1. Cut and Toss/Push and Clear Teams, Equipment and Service**

Deploy teams and necessary equipment to clear roadways, restore access, and push debris further off the road after initial cut and toss. Supply saw kits, PPE, and equipment service to the Municipality's and their partners' teams performing this work.

### **2.18.2. Hazardous Materials, Structural Collapse and Swiftwater Rescue Equipment**

Furnish a comprehensive range of specialized equipment to support hazardous materials (HazMat), structural collapse, and Swiftwater response operations. This includes, but is not limited to equipment such as HazMat suits, air monitors, spill kits, and decontamination showers for HazMat teams and industrial incidents; shoring, cribbing, struts, air lifting bags, lighting, and thermal imaging tools for structural collapse rescue; and boats, ropes, helmets, personal flotation devices, and rescue throw bags for flood and water rescue missions led by Swiftwater-trained teams.

### **2.18.3. Flood Mitigation**

Deploy, install and monitor systems for rapid flood mitigation and perimeter protection including barriers, pumps, connectors and anchoring components to contain rising water and safeguard critical infrastructure.

### **2.19. Wildland and Urban Firefighting Equipment, Materials, and Personal Protective Equipment (PPE)**

Deploy equipment, PPE, hose lines, tools, and support gear that meets NFPA and wildland certification standards for both wildfire and structure fire operations.

### **2.20. Fuel Supply and Management**

Provide mobile fueling units and on-site fuel delivery of diesel, gasoline and Diesel Exhaust Fluid (DEF) through trusted partners to provide continuous operation for vehicles, generators, and equipment.

### **2.21. Vehicle and Equipment Service Center**

Establish and operate a full-service maintenance trailer and/or mobile service for on-site or mobile repair of vehicles, fire apparatus, heavy equipment, and chainsaws with Master Level EVT and ASE certified technicians.

### **2.22. Decontamination Clean-Up of Equipment and Sites**

Provide equipment and crews to clean and decontaminate Respondent, its subcontractors, the Municipality's and its partners' tools, gear and vehicles utilizing protocols that meet NFPA, OSHA, and CDC standards.

### **2.23. Water/Moisture/Mold Remediation and Tear-Out for Public Facilities**

Coordinate with partner organizations to address water damage, mold cleanup, and tear-outs for affected buildings to provide public facilities that are safe and ready for use or restoration





**Attachment A**  
**TOWN OF SULLIVAN'S ISLAND**  
**NON-COLLUSION OATH**

Vendor Name: \_\_\_\_\_

Before me, the Undersigned, a Notary Public, for and in the County and State aforesaid, personally appeared \_\_\_\_\_ and made oath that the Bidder herein, his agents, servants, and/or employees, to be best of his/her knowledge and belief, have not in any way colluded with anyone for and on behalf of the Bidder, or themselves, to obtain information that would give the Bidder an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Bidder, or themselves, to gain any favoritism in the award of the Contract herein.

\_\_\_\_\_  
Authorized Signature for Vendor

***Sworn to and Subscribed before me***

this \_\_\_\_\_ day of \_\_\_\_\_, 2025

\_\_\_\_\_  
Notary Public in and for South Carolina My  
Commission Expires:



## **Attachment B**

### **UNDERSTANDING OF RFP PROCEDURE, TERMS AND CONDITIONS**

***This page to be returned with Proposals submission***

I acknowledge that I have read and understand all procedures and requirements of the above reference RFP and have complied fully with the general terms and conditions outlined in the RFP.

Consultant Team: \_\_\_\_\_

Representative's Printed Name: \_\_\_\_\_

Representative's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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