



Addendum 01
March 30, 2023
RFP 23-R0022
Emergency Management Resources

The purpose of this Addendum 01 to RFP 23-R0022 for Emergency Management Resources, dated March 8, 2023, is to list the key points of discussion from the pre-proposal conference.

- No bonds are required for this solicitation.
- The first sentence of the last paragraph on page 24 should read, “Contractor shall provide services before, during, and after events on an as-needed basis in accordance with its emergency event management plan, applicable regulation of the Federal Emergency Management Agency (FEMA), and in conjunction with the City’s needs.”
- Contractors may be reimbursed from FEMA, which can have an extended time period for payment. In addition, Contractors will be expected to follow all FEMA regulations.
- Catering Services: The intention is to serve a fully-staffed Emergency Operations Center (EOC) and possibly some command posts. City kitchen equipment is limited and may not be operational due to lack of power in an emergency event. Caterer should be able to provide their own kitchen equipment.
- Shelter Option 1: If a catering company also has the ability to manage hotel operations, then detailed information regarding this service should be included in the proposal submission. Currently, the City has identified twelve (12) local hotels that could be used, but no existing contract with any facility is in place.
- Power Tools: The City acknowledges that rental power tools would be primarily fuel powered (gas/diesel) and that battery-operated power tools would not be available.
- Traffic Control Devices: In addition to the rental of traffic control devices, the City will need labor for set-up/tear-down service.
- Skilled Trade Labor: In addition to working in the open environment without the benefit of a garage/shop, laborers will have to provide their own tools.
- No discussion was raised regarding Shelter – Option 2, Communications Equipment, or Animal Control Services.
- The term of any awarded contract will be for one (1) base year with the option to renew for up to four (4) additional one-year periods. Contractors must understand that no amount of work is guaranteed, and that any request for services will be contingent upon the emergency situation. Annual increases may not exceed 5%.
- Any contractor working on City property must have proper insurance. It is recommended that any awarded contractor keep their certificate of insurance up-to-date AND on-file

with the City's Procurement Office. Contractors will need to apply for a City of Myrtle Beach business license at the time service.

- Additional questions are due no later than close of business on **Friday, March 31, 2023**. Questions may be submitted via e-mail to asowers@cityofmyrtlebeach.com. All questions received by the deadline will be answered via addendum.
- Sealed proposals are due in the Procurement Office no later than 2:00PM (local time) on Tuesday, April 25, 2023. No electronic submissions will be accepted. The City of Myrtle Beach is not responsible for late or misdirected mail.

Please send in your sealed proposal to the address listed below:

City of Myrtle Beach Procurement Division

3231 Mr. Joe White Avenue

Myrtle Beach, SC 29577

Attn: Ann Sowers