



# Emergency Operations Center Suppliers and Contractors

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## REQUEST FOR QUALIFICATIONS & EXPRESSIONS OF INTEREST

The Regional District of Okanagan-Similkameen (RDOS) is seeking qualifications and expressions of interest from suppliers and contractors who are able to perform work during emergencies. We are looking for the following:

- EOC Staff (contractors able to work in the EOC: Reception, Information, Operations, Logistics, and Management Team, Incident Command, Receptionist / Call Center Staff)
- Catering
- Sand Supply and Delivery
- Security Providers
- Trucking Services (including crane or forklifts) – consider working on uneven ground
- De-watering Services
- Pump Providers
- Professional Services
  - Hydrologist
  - Hydrogeologist
  - Geoscientist
  - Archeologist
  - Engineer
  - IT Services
  - GIS

The general scope of the task is dependent on the emergency. However typically the RDOS has dealt with flooding, fires, and landslides.

Following review and assessment of the submissions received, the intent of the RDOS is invite consultants and suppliers to submit their interest to work in the event of an emergency. Their contact information will be added to a suppliers list and a contract will be completed during the emergency.

Please submit documents clearly marked “**EOI – Emergency Operations Center Suppliers and Contractors**” to the undersigned. Emailed submissions are acceptable. All submissions must be received on or before **1600 July 31 2021**.

The submission shall include the following information:

1. Company Contact Information
2. List of available services or assets
3. Schedule of Rates for services or assets available
  - a. Rates must be based on Provincial Blue Book or in line with industry rates
  - b. Identify what your rates include

The following list is what will be required at contract signing and what expectations are for retained companies (preference may be given to companies that provide documentation in advance).

1. WCB must be in good standing

2. Insurance must be current:
  - a. General Liability Insurance - \$5M
  - b. Professional Liability Insurance (same as Errors and Omissions Insurance)
  - c. Automobile Insurance – required driving to and from work sites
3. Provide List of available Assets – including attachments
4. Identify Rates for Services
  - a. Must be based on the Provincial Blue Book - <https://www.roadbuilders.bc.ca/bluebook.php>
  - b. Identify what your rates include and do not include
  - c. For EOC Staff persons, rates must fall within the industry standard:
    - EOC Director/Deputy-Director: \$72.50- \$101.00/hour
    - EOC Management Team (Section Chief/Liaison): \$59.50- \$80.00/hour
    - EOC Section Staff: \$30.00- \$65.00/hour
    - As per EMBC Guidelines – the RDOS will not be reimbursed for contractor’s overtime as such rates do not apply
5. Invoice Requirements
  - a. Invoices must be submitted to RDOS EOC Finance within 7 days or as per contract terms
  - b. Copies of Daily Log sheets must accompany invoices (example attached)
  - c. One invoice per Purchase Order/Expenditure Authorization Form (EAF)
  - d. All overtime on invoices needs to be documented with employee name and a copy of employee timesheet provided.

The RDOS is not obliged to accept and review Qualifications/Expressions of Interest that are delivered after the deadline.

The RDOS Emergency Management Program is a regional program and may share the EOI with the program’s formal community partners. If contractors do not wish for their EOI to be shared please indicated this clearly in the response.

Please note if you have previously responded to the EOI in 2021, we will keep your information on file to December 2021. As such, there is no needed to re-apply. Thank you.

The documents shall be addressed to: [Anne Benn](mailto:annebenn@rdos.bc.ca)  
[Emergency Program Coordinator](mailto:annebenn@rdos.bc.ca)  
Regional District of Okanagan-Similkameen  
101 Martin Street  
Penticton, B.C. V2A 5J9  
[annebenn@rdos.bc.ca](mailto:annebenn@rdos.bc.ca)