

Request for Information (RFI)

1410622446 (RFI) Storm Lodging Services



RESPONSES DUE **MAY 18th , 2022** AT 12:00 PM EASTERN TIME via ZYCUS SOURCING PLATFORM

1 INTRODUCTION AND PURPOSE OF THE RFI

The purpose of this RFI is to request information regarding your company and your services in relation to storm lodging. This RFI is for informational and planning purposes and is not to be construed as solicitation or a commitment to issue a solicitation.

2 BACKGROUND, SCOPE, AND SOLUTION OPTIONS

2.1 Background

JEA owns, operates and manages the electric system established by the City of Jacksonville, Florida in 1895. In June 1997, JEA also assumed operation of the water and sewer system previously managed by the City. JEA is located in Jacksonville, Florida, where we proudly serve an estimated 478,000 electric, 357,000 water and 279,000 sewer customers throughout northeast Florida. JEA is Florida's largest community owned utility and the eighth largest municipal in the United States.

2.2 Scope

In our effort to streamline the procurement of lodging during storm events, JEA is evaluating a potential service contract that will handle the reservation of hotel rooms in multiple locations in Jacksonville, FL or surrounding areas for JEA employees and off-system support crews who will help restore power to the city after a major storm. If JEA decides to move forward, the information collected will also be used when creating the technical specifications and workbook for a solicitation to bid this service.

3 GENERAL INSTRUCTIONS

Please note that this RFI is issued solely for the purpose of obtaining information and observing demonstrations of system applications. Nothing in this RFI shall be interpreted as a commitment on the part of JEA to enter into a contract with any respondent thereof to make any procurement.

3.1 Response Instructions

3.1.1 Response Submission

Respondents should submit an electronic copy of their response via Zycus Platform

3.1.2 Response Content

Vendors should include a response to each of the questions set forth under Question and Vendor Responses (Section 5) of this RFI.

3.1.3 Response Format

JEA requests that all responses be submitted with a point-by-point response to each question listed in Section 5.1. If a respondent opts not to respond to any item(s) please include an explanation for the lack of response.

3.2 Contacts

3.2.1 Questions

Potential respondents who have questions regarding this RFI may e-mail them to the contact listed below by **May 13th, 2022**. Responses to inquiries and clarification questions will be provided electronically to all interested parties.

3.2.2 Contact Information

Please direct all communications and questions to the following contact:

Jason Behr, Purchasing Agent
JEA
21 West Church Street
Jacksonville, FL 32202
904-665-8750 – Office
E-mail: behrjv@jea.com

4 ADDITIONAL INFORMATION

4.1 Requests for Additional Information

JEA retains the right to request additional information from respondents.

4.2 Cost Incurred

By submitting a response, respondents agree that any cost incurred in responding to this RFI, or in support of activities associated with this RFI, shall be the sole responsibility of respondent. JEA shall not be held responsible for any costs incurred by respondents in preparing their respective responses to this RFI.

4.3 Review Rights

Responses to this RFI may be reviewed and evaluated by any person(s) at the discretion of the JEA, including independent consultants retained now or in the future.

4.4 Public Record

All responses to this RFI will be public record under the State of Florida's Sunshine Law regardless of confidentiality notices set forth on such writings to the contrary.

5 QUESTIONS AND VENDOR RESPONSES

See General Instructions in Section 3 for information on response format and submission. **Note:** Please describe any assumptions you make in answering these questions as part of each response.

5.1 Questions and Vendor Responses

Respondent's written response should address the following JEA questions listed below.

1. Is your company affiliated with a hotel chain or are you considered third party?
2. Can you provide examples of work performed with other utilities or any similar contract? If applicable, please provide previous contracts and/or references.
3. What is the billing structure for these services?
4. Please provide the general plan of action you would take for the following scenarios. Please provide a timeline.
 - a. Scenario 1: Tropical Storm/Category 1-2 hurricane is projected to impact Jacksonville, FL. JEA will need hotel rooms for up to 400 off-system support crews and up to 300 JEA employees prior to the storm as well as post storm until restoration is complete.
 - b. Scenario 2: Category 3-5 hurricane is projected to impact Jacksonville, FL. Evacuation required. Depending on storm path, JEA will need hotel rooms in a surrounding city (Lake City, Waycross, Gainesville, Tallahassee etc.) prior to storm for up to 400 off-system support crews and up to 300 JEA employees. Once storm passes, we will need hotel rooms

for those off-system support crews/JEA employees in Jacksonville, FL until restoration is complete.

5. Does your company offer any other additional services related to storm lodging? (i.e. food, snacks, catering, mobile fueling, hotel coordinator, laundry service)
6. JEA may need conference rooms for essential meetings where computer workstations may be required. Are you able to book those as well?
7. Hotel will need list of names prior for quick/easy check in. How would you ensure this process is handled effectively?
8. What are the cancellation policies for the hotel rooms? JEA prefers same-day cancellation with a blanket policy.
9. JEA would be looking for a 3-year contract with optional renewals for these services at the informal solicitation threshold (< 300k). Would having a contract in place secure these services and give JEA the first right of refusal for rooms? If not, what would be needed for first right of refusal? What are additional benefits/value add for having a long-term contract?
10. Attached is the general contract language used by JEA. Would these terms be agreeable? If not, please provide revised terms/conditions.
11. Will lodging provide shuttle transportation to transport crews to and from staging locations?
12. Can you provide notifications when guests check in/check out?
13. JEA prefers lodging with onsite security for the protection of crews and equipment. Is this a need your company can provide? If so, how? If not, why?
14. JEA's Expectation is hotels will be in safe area of town and of higher standards (clean linens, backup generation, hot water, AC, etc.). Please describe your company's ability to comply with this expectation.
15. Is your company familiar with FEMA reimbursement requirements? If you have assisted with obtaining FEMA reimbursement on behalf of an agency, please describe.
16. Does your company have any discounts/programs for employees and JEA suppliers/contractors that you are able to offer that are not storm related? If so, explain.