

Department of Homeland Security
Federal Emergency Management Agency
Logistics Management Directorate

Statement of Work (SOW)
For
Disaster Response Resource - Plastic Sheeting
Indefinite Delivery / Indefinite Quantity (IDIQ)

A. BACKGROUND

The Federal Emergency Management Agency (FEMA), Logistics Management Directorate (LDM), has the responsibility of supporting the nation with disaster response and recovery efforts. A major part of the initial response effort involves providing affected area with Initial Response Resources (IRR). The resources include life supporting and life sustaining commodities, such as plastic sheeting, which is used to temporarily cover the roofs of survivors' damaged homes.

B. OBJECTIVE

The objective of this SOW is to establish multiple-award Indefinite Delivery, Indefinite Quantity (IDIQ) contract vehicle to procure plastic sheeting during steady state for disaster readiness and emergency/disaster response/surge operations. The IDIQ vehicle shall provide FEMA with the means to procure up to 436,000 rolls during its life cycle to support the roofing mission throughout contiguous United States (CONUS) and other than contiguous United States (OCONUS) locations.

The plastic sheeting specifications take into consideration all past specifications used in similar procurements and includes the United States Army Corps of Engineers input on the testing of plastic sheeting and industry input.

C. SCOPE

The contractor shall provide compliant plastic sheeting. The contractor shall be able to make deliveries during steady state and emergency response/surge operations. The contractor shall be able to make deliveries to CONUS and OCONUS locations.

Each contractor shall have capability to provide up to 436,000 plastic sheeting rolls during the IDIQ period of performance.

D. DEFINITIONS

- **Steady State:** Commodities required for stock replenishment during normal operations in preparation for emergency response operations.
- **Emergency Response/Surge Operations:** Commodities required for immediate need in support of national emergencies such as man-made or natural disaster and National Special Security Events.
- **Truckload (TL):** FEMA is estimating an average of 616 rolls of Plastic Sheeting per 53ft trailer to be the industry standard.
- **American Society for Testing and Materials, (ASTM):** an international standards organization that develops and publishes voluntary consensus technical standards for a wide range of materials, products, systems, and services.
- **Ultraviolet Resistance (UV):** To keep the sun from breaking down the Plastic Sheeting needed to be stored in an outdoor location.

E. PERIOD OF PERFORMANCE

The period of performance of the IDIQ shall be one (1) base year followed by four (4) one-year option periods.

F. GOVERNMENT FURNISHED RESOURCES / PROPERTY

This Government will not furnish any resources/property to the contractor in support of this contract.

G. CONTRACTOR POINT OF CONTACT

The contractor shall have a primary and alternate (if applicable) Point of Contact person(s) with the authority to contractually commit the company, as required to execute all delivery orders. The individual(s) must be available 24 hours/7 days per week and provide telephone number for 24-hour contact.

H. PLASTIC SHEETING SPECIFICATIONS

1. The finished roll stock will be Blue Pantone 3005C to Pantone 2945C, and translucent, but not transparent.
2. Seams should be fully adhered throughout their length. The seams shall be free of puckers and air pockets. All seams will be tested by appropriate non-destructive technique to assure continuity the full length of the seam.
3. Any scrim reinforced material will be a minimum of 1000 Denier and spaced no further apart than 3/8 inch from all directions. The strike-through area of scrim reinforced materials will be completely adhered with no delamination, bubbles, tears, blisters, etc.

4. The finished product will be gusseted and/or accordion folded onto three (3) inch diameters by forty-eight (48) inch cores. The core wall will be 0.190 inches thick. The sheet will fit on the core with no overhang of the finished product to the core. The outer wrap for each roll must consist of a 3.5 mil cross-laminated film fastened to the core with plastic core plugs and sealed with a 3-inch-wide compatible sealing tape. Each roll's outer wrap shall be labeled on two ends with indelible (or equivalent) ink and contain the following information:
 - Plastic Sheeting material;
 - Lot number or batch number;
 - Length and width of materials in feet and in meters;
 - Contractor's name;
 - Date of production
5. The top layer of each pallet must be covered with an UV resistant reinforced sheeting draped over the edge 12 inches.

TABLE 1 - Plastic Sheeting Specification

ITEM	REQUIREMENTS	REFERENCE / TEST
Color	Blue	Pantone 3005C to Pantone 2945C, and translucent, but not transparent
Tensile Grab Strength	50/50 lbf	ASTM D7004-03(2021)
Elongation at Break	550%	ASTM D7004-03(2021)
Trapezoid Tear	20/20 lbf	ASTM D4533-15
Mullen Burst	90 psi	ASTM D751-19
Dimension Stability	<5%	ASTM D1204-14 (2020)
Oxidative Induction Time	20 min	ASTM D3895-19
Flame Spread & Smoke Index	Class A is the standard test method for assessing the surface burning characteristics of building products. The purpose of this test is to observe the flame spread along with a sample in order to determine the relative burning behavior of its material. Through the E-84 test, both the Flame Spread Index (FSI) and Smoke Developed Index (SDI) are reported for a given sample. FSI is the measurement for the speed at which flames progress across the interior surface of a building, while SDI measures the amount of smoke a	ASTM E84

ITEM	REQUIREMENTS	REFERENCE / TEST
	sample emits as it burns. The product must pass Class A criteria.	
Seam Strength (Shear Strength)	80% of TD Tensile	ASTM D751-19
Peel Strength	10 ppi	ASTM D751-19
UV Resistance	Pass Ultraviolet Violet Resistance Tested = 80% after 200 hr. Standard Test Method for Effect of Exposure of Unreinforced Polyolefin Geomembrane Using Fluorescent UV Condensation Apparatus. NOTE 1: Polyolefin geomembranes include high-density polyethylene (HDPE), linear low-density polyethylene (LLDPE), flexible polypropylene (fPP), etc.	ASTM D7238-20
Thickness	10 mil	ASTM D-5199-12(2019)
Multi-Axial % Deflection	20%	ASTM D5617-04(2015)
Reinforcement	Polyester 1,000 Denier, 3/8" on center, minimum of 75° offset angle	1000 Denier
Raw material	Specific Gravity ASTM D1505-18 or D792-20; Melt Index ASTM D1238-20; Viscosity ASTM D4889-21	ASTM D1505-18 or D792-20, ASTM D1238-20; ASTM D4889-21
Weight of Plastic Sheeting	Each roll not to exceed 70 pounds	

6. Size of roll: 20' x 100' (-1% to +3%). Sheets are folded to a 48" length and rolled for placement on pallet and each roll shall not exceed 70 pounds.
7. Pallet configuration: 28 rolls stacked 4 across and 7 high or 24 rolls stacked 4 across and 6 high; number of rolls per pallet determined by overall weight of pallet. Rolls will be supported each layer with cardboard or equivalent roll supports. Corner supports for top and side of the pallet will be added. Rolls are secured to pallet with four separate evenly spaced metal bands and machine wrapped with a minimum of 10 overlapping layers of heavy duty stretch wrap, rolls will be supported, strapped, and wrapped in such a way as no shifting of rolls on pallet will occur. Stretch wrap shall extend over the top of the pallet by a minimum of 6 inches.
8. Pallet data: Sheeting rolls shall be shipped on industry standard sized pallets that are made of quality hardwood. The size shall be 48" x 40" and shall be a 4-way pallet able to be picked up from all four sides: 3 stringers / 7 deck boards / 5 bottom deck boards with screw type nails utilized.

9. Weight & dimension pallet averages: 1,980 lbs.; 48"x40"x55" (Pallet will be no more than 2000 lbs. total weight and not over 55" in max height).

I. DELIVERABLES AND DELIVERY SCHEDULE REQUIREMENTS

1. The specific deliverables, such quantities, delivery locations and advanced shipping notification requirement, will be stated in the delivery orders to be issued under this IDIQ.
2. During **steady state**, the contractor shall have capacity to deliver up to 87,000 rolls of plastic sheeting within 90 days after receipt of delivery order. More specific delivery times shall be provided in delivery orders. Delivery shall be to one (1) or more of the locations identified in Section J. Place of Performance.
3. The contractor shall have a one-time surge capacity for each **emergency response**, to deliver 29,000 rolls within 30 days of order, and a prolonged surge capacity of 29,000 every 30 days until all requirements are met. The max quantity order shall not exceed 87,000 rolls per delivery order.
4. Due to many unknown circumstances which can arise during a disaster response and recovery, pallets must be able to endure without deterioration from: being moved several times; being double stacked for storage; or being stored outside in all types of weather.
5. During an emergency response, the contractor shall have the capability to deliver to any of the locations identified in Section J or directly to disaster locations as instructed by FEMA on the delivery order.
6. In-Transit Tracking: The contractor must have the capability to track shipments (i.e. Global Positioning System GPS) and provide updates on a 24/7 basis. For example: FEMA may request diversion of shipment during response to disaster and would need to know current location of shipment in order to calculate accurate arrival time to diverted location. Upon invoicing, the contractor shall provide an electronic spreadsheet showing details of commodity shipped from place of origin to destination.
7. Advance Shipping Notice (ASN) & In-Transit Visibility Reporting: The contractor shall use Electronic Data Interchange (EDI) when conducting business with FEMA. If EDI is unavailable during emergency situations, the contractor shall log into FEMA Logistics Supply Chain Management System (LSCMS) - Vendor Portal/Partner Gateway - directly and enter the ASN information. The contractor must receive consent from the COR to temporarily use the alternative to EDI. The contractor shall provide the below-listed mandatory data to be transmitted immediately upon dispatching a vehicle to a designated FEMA location. The tracking information shall be submitted to FEMA upon commodity departure from contractor origin and prior to arrival at FEMA destination.

- FEMA LSCMS Distribution Order (DO) Number
- Partner Reference Number
- Trailer Number or Container Number
- Trailer License Plate State
- Trailer License Plate Number
- Carrier Standard Carrier Alpha Code (SCAC)
- Origin Facility Identification sent on DO
- Destination Facility Identification sent on DO
- Estimated Delivery Date Time
- LSCMS Item Name (sent on DO)
- Shipped Quantity (Units)
- For items that contain a lot the Lot Number is required
- For items that contain an expiration date the Expiration Date is required

J. PLACE OF PERFORMANCE

The contractor shall deliver to the following FEMA Distribution Centers (DC) or any identified CONUS and OCONUS disaster areas, to include Incident Support Bases (ISB) and Federal Staging Areas (FSA), during an emergency response, as stated in the delivery order.

FEMA Distribution Centers / Warehouses	Address line 1	Address line 2	Operating Hours (Local Time)
Frederick (closing FY23)	4420 Buckeystown Pike	Frederick, MD 21704	08:00 – 14:00 Mon- Fri
Greencastle (opening FY23)	12879 Molly Pitcher Hwy	Greencastle, PA 127225	08:00 – 14:00 Mon- Fri
Cumberland	11601 PPG Road	Cumberland, MD 21502	08:00 – 14:00 Mon- Fri
Fort Worth	501 W Felix Street Bldg. 12	Fort Worth, TX 76115	08:00 – 14:00 Mon- Fri
Atlanta	3780 South Side Industrial Court	Atlanta, GA 30354	08:00 – 14:00 Mon- Fri
Tracy	1547 East Grant Line Road	Tracy, CA 95304	08:00 – 14:00 Mon- Fri
Guam	Bldg. 100 FEDAAC 70X454	Barrigada, GU 96913	08:00 – 14:00 Mon- Fri
Hawaii	99-1269 Iweana Street FEDAAC 709242	Aiea, HI 96701	08:00 – 14:00 Mon- Fri
Caribbean	Industrial Park PR-1, KM 25.1 FEDAAC 70F337	Caguas, PR 00725	08:00 – 14:00 Mon- Fri
Ponce Annex	1000 Carr 505 Building A, Cotto Laurel	Ponce, PR 00780	08:00 – 14:00 Mon- Fri

Bayamon Annex	Hato Tejas Industrial Park Lot 2 – Barrio Hato Tejas, Calle A	Bayamon, PR 00959	08:00 – 14:00 Mon- Fri
Cayey Annex	Eleora, LLC (Forma Amcor) Carr #1 KM 56.3 Bo. Montellano	Cayey, PR 00736	08:00 – 14:00 Mon- Fri
USVI – St. Croix	Roebuck International Park Bldg. 3	Frederikstead St. Croix, VI 00850	08:00 – 14:00 Mon- Fri
USVI – St. Thomas	19F-A-1 Estate Smith Bay Estate End Quarter	St Thomas, VI 00802	08:00 – 14:00 Mon- Fri
Alaska - TBD	TBD	TBD	TBD

K. TRANSPORTATION REQUIREMENTS DURING EMERGENCY RESPONSE

Below requirements are applicable to delivery orders during emergency response/surge operations. Appropriate Contract Line Items (CLINs) shall be activated on delivery orders for the below transportation requirements.

1. Drop Trailer & Daily Detention:

During emergency response operations, the vendors shall be able to make deliveries where 53-ft trailers containing commodities are dropped at the delivery location (Federal Staging Area, Points of Distribution, Incident Support Base and/or commercial cross-docking site) for a minimum of 30 days. When prime vendor or the vendor's Transportation Service Provider (TSP) trailers are detained, also known as "Dropped Trailer," on government designated premises, or as close thereto, the TSP is subject to the following provisions:

Daily detention fees shall be a fixed Not-To-Exceed amount \$150 per day (plus a 3% escalation for the respective option years).

The Government reserves the right to relocate dropped trailers or containers as the agency deems necessary. If the Government relocates dropped trailers to another location, the contractor will be responsible for retrieving its drop trailers at the new location. The trailer relocation shall not exceed the industry prevailing rate of \$3 per mile (plus a 3% escalation for the option years) from the original drop point to the relocation point.

2. Vehicle and Trailer Condition:

All vehicles, including trailers, must be able to pass entry checks of government installations and areas when arrived for delivery.

The Government will not pay any cost, fines, etc. levied against the prime vendor or its hired TSP in cases of DOT violation. All DOT regulations and compliance are the sole

responsibility of the prime vendor and prime vendor's TSP. All billing for charges accrued by vendor's TSP will be invoiced by the vendor to which the Government has entered contract with.

All prime vendor's TSP vehicles (including trailers) must be in good working condition (have passed all required Government inspections that are up-to-date, no holes in the trailer, functioning drive systems, and well-maintained tires) in accordance with Department of Transportation (DOT) regulations. FEMA will perform spot checks to ensure trailers are in an acceptable condition. FEMA (including proxy contracted third-party base support provider) will reject trailers deemed to not meet the DOT inspection list. Rejected trailers, or frustrated cargo, shall not be considered as delivered. There will be no cost to the government for any deliveries rejected due to failed inspections.

The Government Installations Inspection Check List is available upon request.

3. Driver Hour:

The prime vendor's TSP must provide FEMA with 4 hours of free time for unloading freight at the destination. If the loading or unloading of freight is delayed beyond the four hours of free time (during normal business hours) due to no fault or negligence on the part of the TSP, the prime vendor will be allowed to charge \$45/hour (plus a 3% escalation for the option years) per vehicle for each hour (60 minutes) of delay.

All deliveries to the Government designated facilities are done by schedule. If vendor or their TSP fails to establish a schedule for freight delivery with the destination or if the delivery arrives outside of the scheduled delivery time, the above mentioned \$45/hour charge will not be authorized. TSP must check in with U.S. Government representative at delivery site and receive date and time stamp of arrival in order to substantiate the driver hour charge.

Time consumed in unloading freight will be computed from time of arrival until departure of the vehicle, including the time the TSP spends waiting to reach or leave the unloading location. The government representative will stamp or mark the delivery receipt with time of arrival and departure or provide a certified statement verifying this time for computation of charges and presentation by the TSP for payment to the vendor.

4. Diversion:

Sometimes an event or storm shifts directions and impacts several states. This causes the Government to re-direct the vendor deliveries that have not reached their original destination. This is known as "Diversion". If the change of drop off location occurs beyond a 50-mile radius of the original destination point, then the prime vendor will bill the Government at per mile rate for diversions. The diversion mileage will be calculated from the original destination point to the re-directed destination point. The vendor shall not charge diversion if they have not left the point of origin. The diversion mileage will not be incurred for drop off location changes within a 50-mile radius of the original

destination point. The fee for diversion in route is \$3 per mile (plus a 3% escalation for the option years) from original delivery destination after 50 miles.

5. Reverse Detention:

If trailer content is emptied, the prime vendor will be notified by the Contract Officer Representative (COR) when it is ready to be released back to the prime vendor/TSP. Once prime vendor receives this notice the prime vendor/TSP will have 72 hours to retrieve the trailer. If the prime vendor/TSP fails to retrieve its trailer within 72 hours of notification, then the Government will impose a penalty on the prime vendor (reverse detention fees). The penalty will accrue daily in an amount equal to the daily detention, not-to-exceed \$150 a day (plus a 3% escalation for the option years) or government adjusted use fee that the carrier charges for that unit. The penalty will continue to accrue for each 24-hour period. If the vendor/TSP fails to recover the unit after the 72 hours of notification the U.S. Government will consider the unit abandoned and will commence required procedures to dispose of the unit to local authority.

6. Insurance:

All TSPs must maintain a minimum of \$300,000 in cargo insurance, per shipment, to transport FEMA freight. Cargo insurance must always remain active and proof of current, valid cargo insurance must be provided by supplying a certificate of insurance on an ACORD form to FEMA upon request. The ACORD form must clearly indicate which modes of transportation the TSP's cargo insurance coverage applies to and the amount of cargo insurance coverage the TSP holds for each mode. TSPs will not be permitted to provide transportation services to FEMA via a mode of transportation for which they have not provided proof of valid cargo insurance coverage of at least \$300,000. If the value of the cargo exceeds \$300,000, TSPs must have current, valid cargo insurance in an amount that covers the full replacement value of the shipment.

7. FEMA-Scheduled Transportation:

The Government reserves the right to provide its own sourced transportation for supplies ordered from the vendor. The contract COR will coordinate with the vendor if this option is exercised. In this case the Government will not be charged transportation cost by the vendor for shipping transportation. The vendor shall have resources available to load commodities/pallets onto FEMA-scheduled shuttles and trailers during emergency response.