Informal Bid (IB) #JUV2019-10
Response Due: January 22, 2019 by E-mail Only

Health and Safety Consultancy Services for the Development of an Emergency Evacuation Plan

The City and County of San Francisco’s Juvenile Probation Department (JPD) is seeking proposals from qualified individuals or organizations in developing an emergency evacuation plan for the department in compliance with Occupational Safety and Health Administration (OSHA) emergency standards (https://www.osha.gov/SLTC/etools/evacuation/evaluate.html).

Scope of Work
JPD is in need of an evacuation plan for staff and youth in custody whenever an emergency may arise, such as a fire, earthquake, or other natural disaster. Consultant will evaluate any existing plans and develop a new, revised emergency action plan. The plan should address conditions under which an evacuation would be necessary and also the conditions under which it may be better to shelter-in-place (for example, if there was an active shooter on campus). The plan should also address the procedure for clear speech and/or administrative command codes to be used over radio communications during an evacuation.

The following criteria should be included in the plan:

1. procedures for evacuating JPD staff in the Administrative Building and the Service Building and for evacuating youth in JPD’s Juvenile Justice Center;
2. outline a clear chain of command and designate staff authorized to order an evacuation;
3. list specific evacuation procedures, including the identification of routes and exits to be used during an evacuation;
4. procedures for assisting visitors and employees to evacuate, particularly those with disabilities or who do not speak English;
5. designation of what, if any, employees will remain after the evacuation alarm is sounded and what critical duties need to be performed by that employee before evacuating;
6. a means for accounting for employees after an evacuation;
7. special equipment for designated employee (such as florescent safety jackets, flashlights, bullhorn, hard hat, signs, etc.)

Desirable Qualifications
- Three years of verifiable work experience developing and providing occupational health and safety (OH&S) program-related action plans.
- Experience in providing consultancy services in public institutions (local, municipal, state or federal government, unions, courts, school districts, college/ universities, etc.).
- Experience in providing written policies, procedures and protocols in report form.
This contract shall have a tentative term of March 1, 2019 to December 31, 2019 with an estimated maximum funding amount of $50,000. Services provided under this solicitation will under no circumstances exceed $50,000 for the term of the agreement.

All respondents must provide a statement, written solely by the respondent, addressing the following items:

1. Cover page letter with contact information, location, federal tax ID, SF City Supplier ID (Refer to Page 3 of this IB document.)
2. Discussion of respondent’s qualifications to provide aforementioned scope of work and planned approach for delivery of services.
3. Proposed cost to meet the above listed scope of work requirements.

JPD does not approve the use of any subcontracts for the services proposed under this Informal Bidding nor is this Informal Bidding intended to create any subcontractor opportunities.

Email complete response package by January 22, 2019 to Elena Baranoff @ elena.baranoff@sfgov.org.

Please note that late submissions will not be accepted nor considered for review.
SIGNED:
By signing this document, I certify our company’s ability to deliver services as described in Service Specifications of Juvenile Probation Department’s Informal Bid #JUV2019-10 to provide **Health and Safety Consultancy Services for the Development of an Emergency Evacuation Plan** and will comply with the terms and conditions specified in the San Francisco Juvenile Probation Department contract boilerplate.

SIGNATURE:_____________________________________

Print Name:__________________________________  Title:____________________________________

Agency Name:_______________________________________________________________________

Address:____________________________________________________

City, State ZIP:_______________________________________________

Phone:______________________________________

Fax:________________________________________

E-mail:___________________________________________________________________________

Federal Tax ID #:  ___________________________

City Vendor Number: _________________________