

Instructions for Use of Sample RFP for LEASING TEMPORARY MODULAR OFFICE TRAILERS

1. **Purpose.** This sample provides a model for local governments to use for the solicitation of leased modular office trailers. This sample requires input from the local government, indicated by text highlighted in yellow within **[BRACKETS]**. Careful review, including input from local governments’ attorneys, is needed to ensure that the final solicitation is sufficient and appropriate for the local government’s needs. This sample should **not** be used for the purchase of modular office trailers.
2. **Federal Provisions.** This sample assumes reimbursement from FEMA’s Public Assistance program; therefore, it includes applicable federal contract clauses. However, other FEMA programs may require other contract clauses that are not included (e.g., Build America, Buy America Act compliance). Local governments should **not** rely on these contract clauses for other FEMA programs. More information about applicable contract clauses is available in FEMA’s [2024 Contract Provisions Guide](#).
3. **Relevant Dates.** Local governments will need to determine the following dates and input them into the corresponding locations within the sample RFP:

Date A:	Estimated Initial Rental Period		(in months)
Date B:	Maximum Rental Period		(in months)
Date C:	Deadline for Occupancy		(specific date)
Date D:	RFP Publication		(specific date)
Date E:	Deadline for Questions		(10 days before due date)
Date F:	Deadline for Proposals		(specific date)
Date G:	Contract Award Date		(specific date)
4. **Specifications Section.** The needs of local governments will vary, and this sample RFP does not include specifications in **Section 2.1** for trailers, such as size, finishes, or bathroom availability. Local governments should work with the appropriate professional to create specifications; a good place to start is with the jurisdiction’s building code official to determine whether sealed drawings are required. **Section 2.2** includes ideas for local governments to consider about logistics, but local governments should not simply copy and paste this language—they need to consider whether this sample language is appropriate for the circumstances.
5. **Special Terms and Conditions.** This section is intended to capture the local government’s standard solicitation language, which is sometimes restated contract provisions.
6. **Required Forms and Certifications in Attachment A.** This section includes a Signature Form and Certification Regarding Lobbying, the latter of which is required to comply with federal contracting rules. Local governments may have additional attachments to include, such as a non-collusion affidavit.
7. **Standard of Award.** The sample RFP is designed to comply with the competitive proposals requirements of the Uniform Guidance, [2 C.F.R. 200.320\(b\)\(2\)](#), which generally apply for procurement transactions exceeding \$250,000. Procedurally, under that section, the local government must publicly notice the RFP and it must have written procedures for conducting technical evaluations and making selections. The local government must award the contract to the most advantageous proposal, considering price and other factors.