

# CONTRACT SUMMARY INFORMATION

SUMMARY: Purchase is made in accordance with the Terms and Conditions of Lee County Solicitation Number RFP240440JJB

Solicitation No.: RFP240440JJB

Project Title: Disaster Management Services

Start Date: December 3, 2024

Expiration Date: December 2, 2029

Board Date: December 3, 2024

Agenda Item: 41

Term: Five (5) Years

Renewals: N/A

**Awarded Vendor: Hagerty Consulting, Inc.**

Address Book (E1) No.: 434377

Contact Person: Katie Freeman

Phone No.: 510-851-2664

Email Address: [katie.freeman@hagertyconsulting.com](mailto:katie.freeman@hagertyconsulting.com)

## Notes:

### **1. TRAVEL EXPENSES BILLING AND REIMBURSEMENT**

- 1.1. The Vendor shall, in addition to the hourly rate as set forth within the Agreement documents, be entitled to reimbursement of out-of-pocket, non-personnel expenses and costs for travel when performing services under this agreement. All requests for reimbursement must be accompanied by a travel form (template provided by the county), copies of receipt(s), or other reasonable documentation showing payment by the vendor.
- 1.2. All approved expenses will be reimbursed at actual cost in accordance with the GSA and FEMA guidelines, especially when costs are accrued in response to a federally declared disaster. Meals, mileage, and gratuity shall be reimbursed as further described below.

- 1.3. Meals shall be paid in accordance with the most recent USGSA Code per Florida Statute 112.061 (specific travel reimbursement amounts will be based on location). For areas not included on the USGSA list, the closest city in the region will be used.
- 1.4. Breakfast-when travel begins before 6:00 A.M. and extends beyond 8:00 A.M.
- 1.5. Lunch-when travel begins before 12:00 P.M. and extends beyond 2:00 P.M.
- 1.6. Dinner-when travel begins before 6:00 P.M. and extends beyond 8:00 P.M. or when travel occurs during nighttime hours due to special assignment.
- 1.7. Mileage shall be paid pursuant to the USGSA Code and said rate shall be amended from time to time to be consistent with the USGSA Code change.
- 1.8. Travel expenses of travelers shall be limited to those expenses necessarily incurred by them in the performance of a public purpose authorized by law to be performed by the agency.

1.9. Tips and Gratuities

1.9.1. Pursuant to Florida Administrative Code Rule 69 1-42.010, tips and gratuities are reimbursable as follows (and as updated from time to time by the State of Florida).

- Taxi- actual tips not to exceed 15% of fare.
- Mandatory valet parking, not to exceed \$1.00 per occasion, and incurred in the performance of public business.

Portage – not to exceed \$1.00 per bag or a total of \$5.00

**NOTE:** Receipts or in-house logs are required for all non- personnel reimbursable expenses unless exempt (such as meals).

**Administrative Services Fee** – Applicable only when specifically authorized by the County, for administering the procurement of special additional services, equipment, etc. not covered under the costs and/or changes established in the Agreement. No fees or mark-ups shall be authorized for reimbursable expenses