DEPARTMENT OF HOMELAND SECURITY (DHS)
Federal Emergency Management Agency (FEMA)

STATEMENT OF WORK
Durable Medical Equipment (DME) Kits / PUSH Kits
(Steady State / Emergency Declaration)

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1.0 Project Title

Durable Medical Equipment Kit / PUSH Kit

2.0 Background

There is a longstanding gap in shelter support for individuals requiring Durable Medical Equipment (DME) during disasters. Many arrive at shelters without their equipment or caregivers, and are often denied admission or redirected to hospitals, which may reserve beds for critical cases only. Most shelter providers lack resources to support functional needs, and there is currently no federal contracting mechanism to provide DME support in shelters.

To address this, FEMA is establishing a process to provide DME Push Kits to shelter providers upon request by a State, pursuant to Section 403(b) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended).

3.0 Scope

Contractors shall supply DME Push Kits for FEMA purchase as needed, per requirements from FEMA Headquarters Distribution Center Supply Chain / Emergency Assistance Unit. FEMA will warehouse these kits, which contain 47-line items for PUSH Kits and 51 for full kits. Each kit supports a shelter population of 200 persons. Delivery orders may require full kits or individual commodities on an ala carte basis.

4.0 Specific Tasks

4.1 DME Kit Contents

Each full DME Kit shall include all items listed below. Items #1–47 are PUSH items; #48–51 are PULL items. Kits or individual items may be ordered as needed.

Item No.	Description	Quantity
DM-001	Bed Wedge for Bariatric Cot (24” x 24” x 12”)	3
DM-002	Westcott 700 Cot, Bariatric w/mattress (600 lb.)	3
DM-003	Westcott 400 Cot w/Mattress, Half Side Rails	5
DM-004	Bedside Commode (300 lb. capacity)	2
DM-005	3-in-1 Commode for Over Toilet Use (300 lb.)	2
DM-006	Independent Toilet Seat w/Safety Bars (350 lb.)	2
DM-007	Egg Crate Padding (32”W x 72”L)	1
DM-008	Walker, Dual Release (Standard, no wheels)	1
DM-009	Walker, Dual Release (Standard, w/wheels)	1
DM-010	Walker, Dual Release (Heavy duty, w/wheels, 800 lb.)	1
DM-011	Wheelchair, Adult (w/Foot Rest & Elevated Leg Rest)	2
DM-012	Wheelchair, Adult XL (700 lb., elevated leg rest)	1
DM-013	IV-Pole, 5 Castor	2
DM-014	Canes, White (for the Blind)	2
DM-015	Canes, Quad (Large Base)	2
DM-016	Crutches, Adult (Adjustable)	2 pairs
DM-017	Crutches, Youth (Adjustable)	1 pair
DM-018	Handheld Shower (84” Hose)	2
DM-019	Shower Chair w/Back Rest (700 lb.)	2
DM-020	Privacy Screen (3 Panel w/Castors)	10
DM-021	Dressing Aid Stick	2
DM-022	Transfer Boards (Wheelchair)	2
DM-023	Assorted Utensil Holders (Non-Latex)	2
DM-024	Ramps Bariatric (Portable, 10’ long, 800 lb.)	1
DM-025	Gait Belt-Wipeable/Antimicrobial (70”)	2
DM-026	Gait Belt-Wipeable/Antimicrobial (96” Bariatric)	1
DM-027	Gravity Feeding Set	2
DM-028	I.V. Pole 2 Hook	2
DM-029	Assistive Listening Devices	2
DM-030	Headset Covers (Sanitary)	500
DM-031	Magnifying Glass (LED Illuminated)	1
DM-032	Communication Cards (Picture Boards)	2
DM-033–041	Adapted Eating Devices (Various Utensils)	See original quantities
DM-042	Bedside Commode (Steel Bariatric, 650 lb.)	1

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Item No.	Description	Quantity
DM-043	Elevated Locking Toilet Seat (350 lb.)	1
DM-044	3-in-1 Commode (650 lb.)	1
DM-045	Shower Mat Non-Slip (16”x34”)	4
DM-046	Digital Infrared Thermometer (temporal)	6
DM-047	Seated Bariatric Walker (800 lb.)	1
DM-048	Comfort Box (Knit Pant, T-shirt, Sox for Bariatric Resident)	10
DM-049	Transfer Lift w/2 Mesh Slings (450 lb.)	2
DM-050	Wheelchair, Pediatric (w/Footrest & Elevated Leg Rest)	2
DM-051	Refrigerator (No Freezer, Counter Height)	2

FEMA reserves the right to modify kit content based on emergency-specific needs.

5.0 Emergency Response / Surge Delivery

Contractors must be able to deliver up to 702 DM-000 kits and/or individual DME items within 72 hours of task order to any CONUS or OCONUS location specified by FEMA.

6.0 Record Keeping and Acceptance

- FEMA representatives will sign for receipt at each location; this signature acknowledges delivery, not acceptance.
- Inspection occurs at final destination; discrepancies must be reported to the Contracting Officer (CO) or Contracting Officer’s Representative (COR).
- Contractors must maintain accurate shipment records and ensure proper signatures for tracking and accountability, per government regulations.

7.0 Deliverables and Delivery Schedule

- Contractors shall deliver designated quantities of DME Kits to any CONUS, OCONUS, or staging area as specified by FEMA.
- During emergency response, contractors must deliver full DME PUSH Kits to Incident Support Base (ISB) locations as needed.
- Contractors must deliver up to 702 complete kits within 72 hours of delivery order.
- During steady state, contractors must deliver a minimum of 2 kits to any CONUS Distribution Center within 10 days; OCONUS delivery within 3 weeks of task order notification.
- Accurate shipment records and signatures are required for all deliveries.

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Distribution Centers

CONUS:

- DC Atlanta: 3780 South Side Industrial CT, Atlanta, GA 30354
- DC Greencastle: 12876 Molly Pitcher Highway, Greencastle, PA 17225
- DC Ft Worth: 501 W. Felix Street, Warehouse #12, Ft. Worth, TX 76115
- DC Tracy: 1547 East Grant Line Road, Tracy, CA 95304

OCONUS:

- DC Pacific Guam: P.O. Box 24814, Barrigada, Guam 96921
- DC Pacific Hawaii: 99-1269 Iwaena Street, Aiea, HI 96701
- DC Caribbean Puerto Rico: San Juan Industrial Park, Carr #1, KM 25.30, Caguas, PR 00726-8578

8.0 Packing and Labeling

- DME Push Kits shall be packaged in vendor's standard commercial conex and shipped on industry-standard pallets (48"L x 40"W, max height 55").
- Stretch wrap (minimum 10 layers) shall cover all sides except top and bottom.
- Each sealed pallet must be labeled with:
    1. Packing slip identifying commodity
    2. Manufacturer, packer, or distributor name and address
    3. Net quantity of contents (both metric and inch/pound units)
    4. DM-24 Wheel Ramp must be wrapped as specified

Contractors may propose additional techniques to preserve material integrity; recommendations should be submitted to the Contract Officer.

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