



Skagit County Public Health

Keith Higman, Director
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Invitation to Submit Letter of Interest for Pallet Shelters for Quarantine/Isolation

Project Purpose

Skagit County is accepting Letters of Interest (LOI) from agencies that wish to host Pallet shelters in Skagit County to serve individuals experiencing homelessness. During times when quarantine/isolation is needed to prevent spread of contagious disease, the Pallet shelters will be required to be vacated for use by individuals identified by Skagit County Public Health.

Project Objectives

This project is primarily designed to provide quarantine/isolation shelters for low-income individuals who have no other safe place to quarantine/isolate. During times when quarantine/isolation is not necessary, shelters should be used to house individuals experiencing homelessness.

Public Health shall provide 24 hours' notice when units will be required for quarantine/isolation and will ensure the basic and health needs of individuals in quarantine/isolation are met.

Expectations

Awarded agencies will be expected to:

Before submitting Letter of Interest

- Coordinate with local jurisdiction and follow all applicable ordinances.
- Receive approval from local jurisdiction.
- Receive approval from land owner, if applicable.

After submitting Letter of Interest

- Prepare the site for up to 13 shelter units in accordance to Pallet's requirements (Attachment A).
- Prepare the site for up to two hygiene units (each contains two private bathrooms with a shower, sink, and toilet) in accordance to Pallet's requirements (Attachment B).
 - If hygiene facilities are already on site, plans must be made to keep individuals in quarantine/isolation separate from other residents, staff, or general public.
- Assemble units within 30 days of delivery.
- Vacate and clean units for use for quarantine/isolation when given 24 hours' notice from Public Health.

I have read and agree to follow the above expectations. I understand that the funding used to purchase these units requires that they be used for quarantine/isolation when necessary, and I acknowledge that individuals may have to be temporarily removed from units for this purpose.

Only applicants who agree to follow the above expectations will be considered.

Letters of Interest

Interested partners should submit a letter of interest via email to christibw@co.skagit.wa.us. Letters will be accepted on a rolling basis, with requests considered in the order in which they are received until all units are awarded. Please include the following:

1. Agency name, address, phone, primary person of contact
2. Description of project
 - a. Number of shelter units requested (up to 13)
 - b. Proposed population to be served
 - c. Experience working with population to be served by this project
 - d. Experience operating housing programs for unhoused individuals
 - e. Shelter or housing service model (ex. extreme weather shelter, year-round shelter, transitional housing, etc.)
 - f. Onsite staffing, if any
 - g. Onsite services, if any
 - h. Number of hygiene units requested (up to 2)
 - i. If no hygiene units are requested, what bathroom facilities will be available to residents? How will you ensure individuals in quarantine/isolation will not share a bathroom with others who are not in quarantine/isolation?
3. Location of project
 - a. Does your organization own the property? *If you do not own the property, you must have approval from the property owner to operate this project.*
 - b. What utilities (electricity, water, sewer) are on site? If no utilities are currently on site, how will you bring utilities to the site?
4. Please describe the expected timeline of the project.
 - a. Estimated timeline to prepare the location for the units, including leveling the ground and providing utility hookups
 - b. Plan for assembling the units
5. Project sustainability: Does your project require operating funding? If yes, has a funding source been identified? Please explain.
6. What else should we know about your proposed project?
7. Please include the following attachments:
 - a. Permit from local jurisdiction
 - b. Written approval from landowner, if applicable

Contact Information

Questions and completed LOIs should be directed to Christi Brua Weaver, Behavioral Health Coordinator at Skagit County Public Health, by email at christibw@co.skagit.wa.us.

ATTACHMENT A

Infrastructure Requirements for Pallet® Shelter Units

This guide outlines the key elements to put into place for successful deployment of the structures that make up a Pallet Shelter village.

It's important to get stakeholders involved early. Your local fire department needs to approve plans before building. Pallet provides assembly services. We cannot perform electrical, plumbing, or anchoring services in the field.


Site Selection and Surfaces

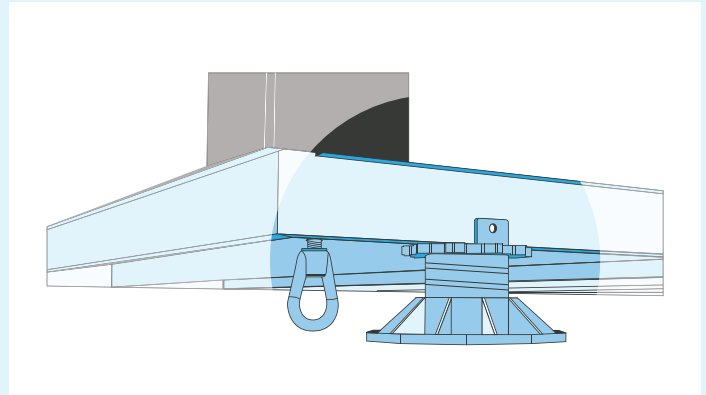
When selecting and designing your site, it is important to consider that Pallet sites should be placed on flat, level ground. Access to power is essential, and if the community will be utilizing Pallet hygiene or EnSuite units, water and sewer access is also necessary. Spacing between all units needs to be approved by your local fire authorities.

FOR SLEEPING SHELTERS:

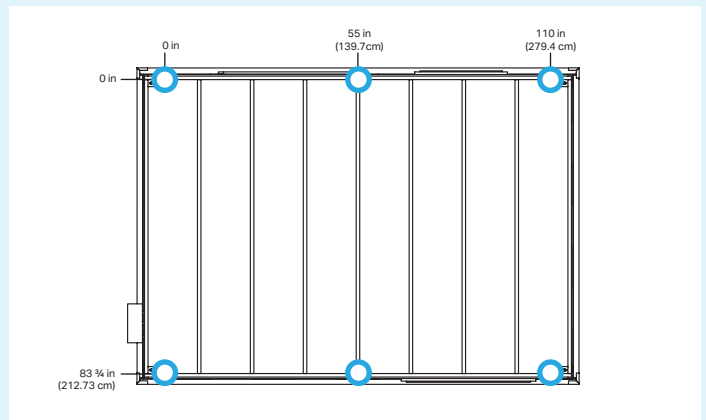
S2 Sleeper

1. Each structure comes with leveling feet at each required point of contact. The S2 70 has 6 adjustable feet, and the S2 120 has 8. Points of contact are detailed in the diagrams below. The surface beneath each foot must be flat and made of compacted 5/8" minus gravel, concrete, or asphalt.
2. Prior to delivery, the vertical distance between the highest and lowest foot location must be no more than 1½ inches (3.81 cm).
3. Once the base of the structure is placed, the leveling feet will be adjusted so that the structures are within ½ inches (1.27 cm) of level in all directions.

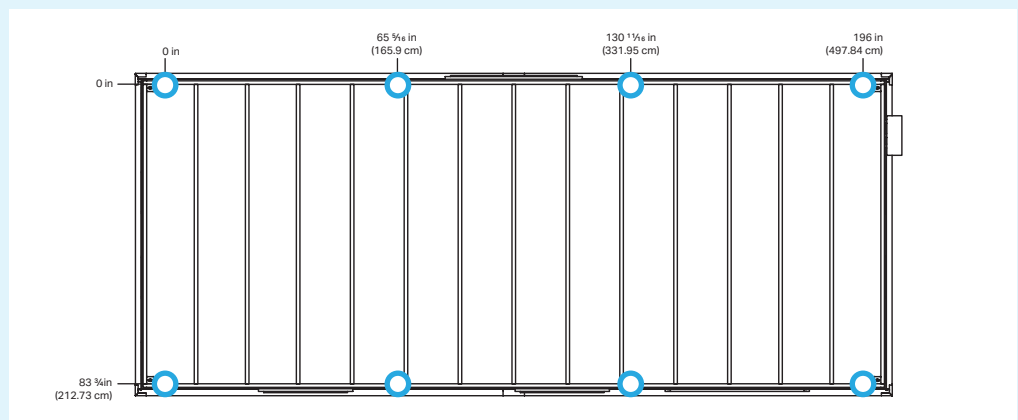
 Pallet provided footings



Adjustable feet



S2 70, 6-points of contact




S2 120, 8-points of contact

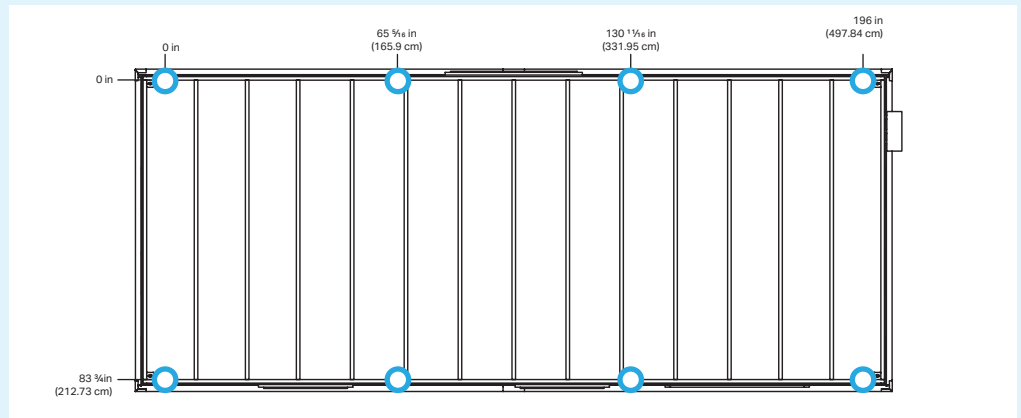
FOR SLEEPING STRUCTURES CONTINUED:

S2 EnSuite

Each structure comes with leveling feet at each required point of contact. The S2 70 has 6 adjustable feet, and the S2 120 has 8. Points of contact are detailed in the diagrams below. The surface beneath each foot must be flat and made of compacted 5/8" minus gravel, concrete, or asphalt.

1. Providing a level surface across the full footprint made of either concrete, asphalt, or compacted 5/8" minus gravel.
2. Providing and installing a ramp/ stairs into the structure.

 Pallet provided footings



S2 EnSuite, 8-points of contact



FOR HYGIENE STRUCTURES:

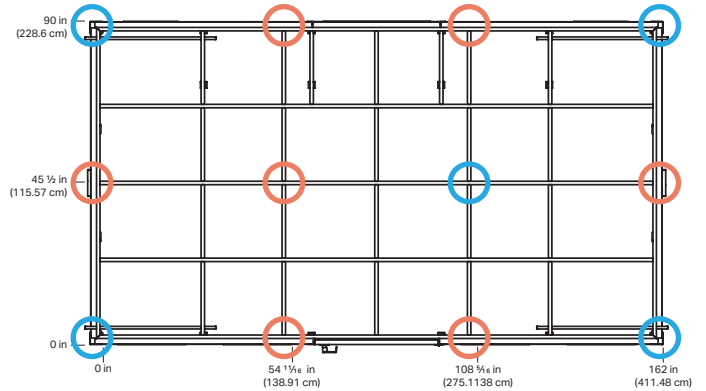
A flat, compacted surface is mandatory for installing hygiene units; a flat, level concrete pad is highly recommended. To protect plumbing below the unit and to make moving the structure into place safe and easy, all Hygiene units come with 5 footings, one in each corner and one in the center.

For final placement, the unit is set on its 5 footings and 7 additional required points of contact throughout the base surface according to the footprint drawing. This level and secure 12-point connection to the ground will assist with proper floor performance and structural safety.

Customers are responsible for providing and installing stairs and/or ramp.

See Hygiene Installation Guide for additional information.

 Pallet provided footings
 Customer provided footings



12-point connection, 5 footings plus 7 required points of contact throughout base



Example of ramp accessing Hygiene unit

FOR COMMUNITY STRUCTURE:

Our Community 400 structure require a flat and level poured concrete pad.



Level concrete pad for Community 400

Electrical, Water, and Sewer Connections

FOR SLEEPING STRUCTURES:

S2 Sleeper

Each shelter will include an exterior load center and circuit breakers, a pre-wired interior heater and receptacle panel chassis, and a smoke/CO detector with conduit and mounting box.

A licensed electrician is required to connect the shelter to utilities and to wire the smoke detector.

S2 EnSuite

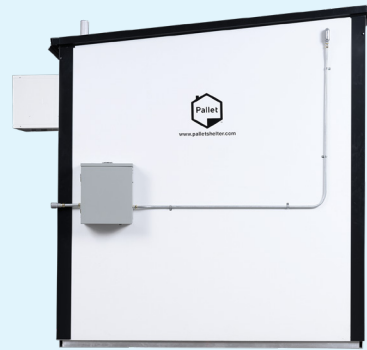
Each EnSuite will contain all equipment included with the Sleeper units, along with the following: conduit, conduit clamps, wire, junction boxes; pre-wired plumbing wall including water heater, light and switch, outlet, and exhaust fan; pre-plumbed plumbing wall including all venting, above floor drains, and incoming water lines (excluding the lavatory P-trap and incoming water line); pre-assembled drains and trunk line; toilet, lavatory, and shower.

A licensed electrician is required to connect plumbing wall circuits to load center and to connect the unit to utilities.

A licensed plumber is required to install toilet, sink, all below floor drain lines and lavatory drain, lavatory incoming water line, and trunk line, and connect the unit to water and sewer.

The 120 EnSuite requires 240V electrical service and water/sewer connections. Incoming water is a 1/2" NPT valve, and PVC sewer drains route through the back of the structure. See drawings for more detail.

Pallet cannot complete electrical, water, or sewer connections for customer.



Electrical connections from side of shelters



Plumbing wall and connections from side of EnSuite unit



EnSuite unit on 8 welded aluminum pedestals

FOR HYGIENE STRUCTURES:

Hygiene Units come shipped with exterior mounted load centers and require a 240V electrical service and water/sewer connections. Incoming water is a 1/2" NPT valve, and PVC sewer drains route through the back of the structure.

Detailed instructions for hygiene unit installation are included in the Hygiene Installation Guide.

Pallet cannot complete electrical, water, or sewer connections for customer.



Plumbing connections from back of hygiene unit



Electrical from side of hygiene unit

FOR COMMUNITY STRUCTURES:

Community 400 units require (3) 120V electrical connections. Two connections power the load centers for the outlets and lights, and one connection is for the mini split for heating and cooling. Locations and further details are included in drawings and wiring diagrams.

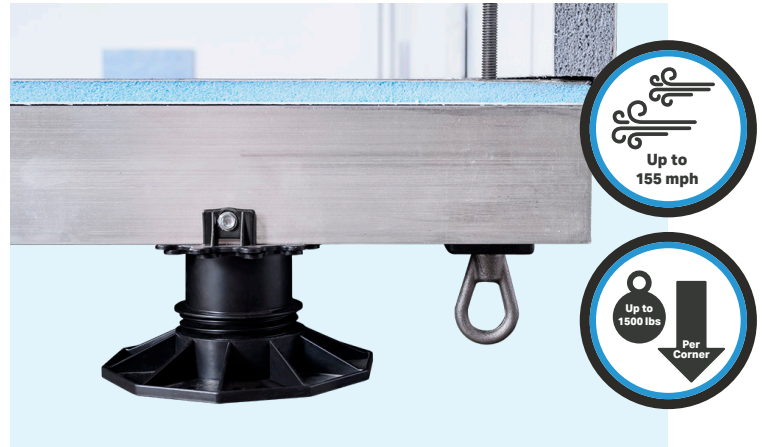


Community 400

Anchoring Requirements

FOR SLEEPING SHELTERS:

To meet the structural requirements of withstanding a 155mph (249.5 kph) sustained wind, each structure must be anchored with a hold down force of 1500lbs (680.39 kg) at each corner. If your area has a lower sustained wind rating, then the required downward force at each corner will likely be less. Pallet provides oval eye nuts on each exterior corner for this purpose, or the customer can remove those rings and directly couple the 3/8" threaded rods to their ground anchors.



S2 Sleeper D-ring for anchoring shelter

FOR HYGIENE STRUCTURES:

To meet the structural requirements of withstanding a 110 mph (177kph) wind, each structure must be anchored using the 3/4" diameter iron pull-out rods at each of its four corners. For hygiene units, 200lbs (321.87 kg) of relative downward force is required at each corner.



3/4" diameter iron pull-out rods for Hygiene and Laundry

FOR COMMUNITY ROOMS:

For Community 400 units, 2,500 lbs. of downward force is required at each of the (4) 3/4" diameter pull out rods.

Questions?

Contact our team at info@palletshelter.com





Pallet Hygiene Structure Installation Guide

This guide provides basic installation instructions for Pallet hygiene structures, including the Two-Stall Hygiene, Accessible Hygiene, and Laundry structures.



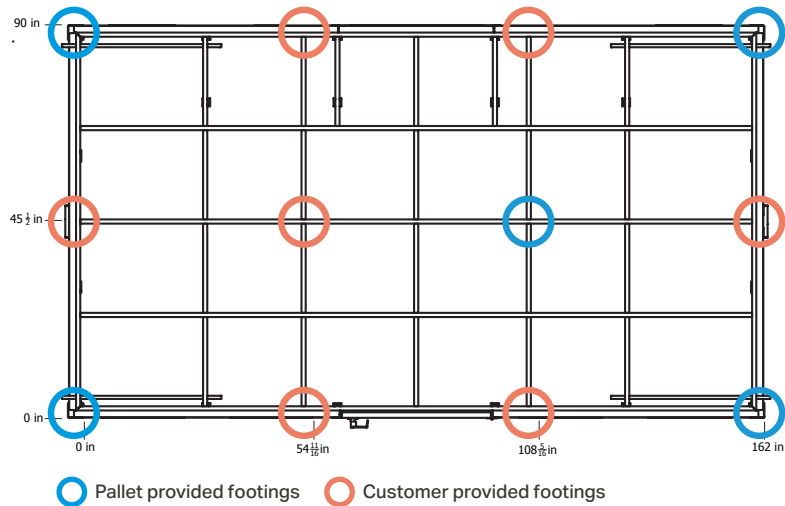
Pictured: Two Stall Hygiene Unit

Hygiene Unit External Back Wall



Prior to Delivery

Pallet hygiene structures are delivered as a complete unit with some final assembly required for toilets, sinks, climate control units and door handles before putting into service.



Underside of Hygiene unit showing the contact points provided by Pallet and the customer.



Hygiene unit on Pallet provided footings and customer footings.

1. Due to structure weight, 12 points of support and contact are required between the structure and the substrate on which it is placed.
2. Make your footing plan: All Hygiene units come with five footings at the time of delivery, one in each corner and one in the center to protect plumbing below the unit and to make moving the structure into place safe and easy.
3. The method of placement is to set the unit on the five corner footings and add the required 7 additional throughout the base surface according to figure 1. This level and secure 12-point connection to the ground will assist with proper floor performance and structural safety.
4. Be aware of drain connection locations for site preparation prior to delivery: All drain lines for the bathroom and laundry structures go through the floor and run to the back. Each drain line is left separate and should be connected to a header (not provided by Pallet) outside of the back wall that is sloped in the right direction leading to the sewer stub. The sewer stub and the header connecting to the separate drain lines are typically sited in a ditch that is trenched behind the back wall.



Example of forklift with 8-foot fork.



Example of 8-foot forklift lifting Hygiene unit

Receiving the Structure

Unloading from delivery truck:

1. Carefully lift the structure off the trailer with either a forklift with a minimum of 5000lb telehandler or all terrain style forklift with 8-foot forks. Position the forks at the "Lift Here" labels. Always use a spreader bar as a part of the rigging to avoid "crushing pressure" on the structure. The structure weighs no more than 3,000 pounds maximum when lifting. Remove the shrink wrap from the structure. Inspect for any damage from shipping that you may have not observed while wrapped. If shipping damage is observed, take photos and contact Pallet immediately.
2. Remove the shrink wrap from the structure. Inspect for any damage from shipping that you may have not observed with the shrink wrap on. If shipping damage is observed, take photos and contact Pallet immediately.

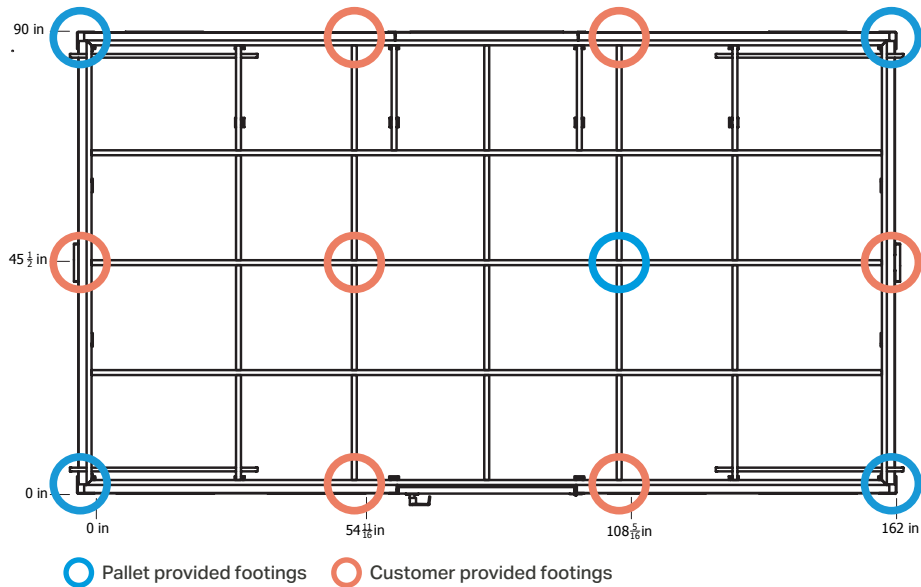


Inspection and Installation

1. At this time, any required inspection can be accomplished by removing the access door on the back wall of the structure. Contact Pallet if additional instructions on access are needed.

Cold Climates:

If required by your climate, wrap the under-floor piping with heat tape and insulation. There is a circuit in the electrical load center allowing you to wire your heat tape into the load center with a dedicated breaker.



Underside of Hygiene unit showing the load points provided by Pallet and the customer.



3/4 diameter iron pull-out rods

Placement and Tie Down

1. Place the unit in its final location on its required 12 points of contact.
2. Attach the structure to the foundation with the four hold-down rods with the attachment method you have determined to meet the minimum Pallet requirements for hold-down loads (200 lbs. in each corner).



Connecting the Structure to Plumbing

To attach the structure to your sewer connection, your plumber will need to trench behind the back wall and connect all of the individual drains into a common header that leads to your sewer stub(s). Your plumber will need to slope the header to the sewer stub.

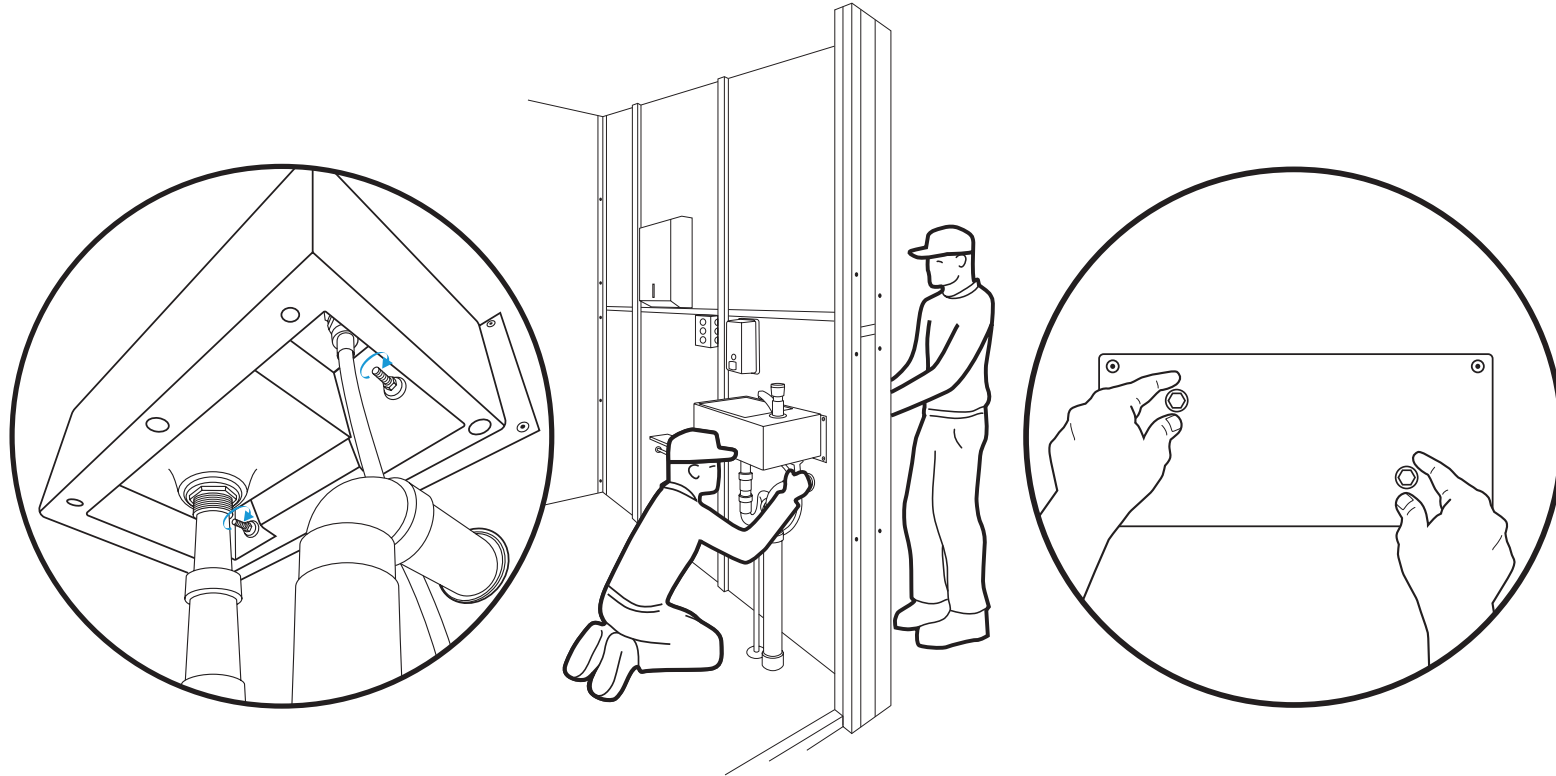
Your water line connection is a 1in mpt brass ball valve located on the back right corner of the structure (when viewing from the front door). This is a direct connection into the structure and feeds water to all fixtures requiring water.

All hygiene and laundry units sit 9 1/2" off the ground to allow for plumbing underneath. The customer is responsible for installing either stairs or a ramp into each unit to allow access for residents.

Final Component Installation

The final step is to install any appliances, the door handle, and any additional features.

You may have any number of the following items:



Step 2

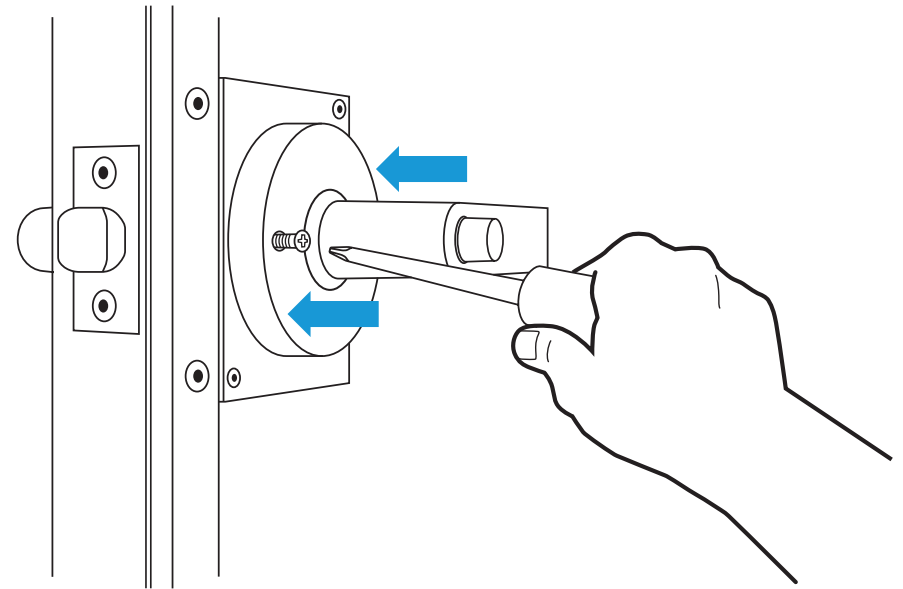
Toilets and Sinks (if applicable)

1. Install the toilet onto the toilet flange. Follow standard toilet installation practices similar to household toilet installation.
2. After installing the toilet, two people can begin sink installation. Each sink has faucets and drain lines pre-installed. One person should stand outside the structure, pushing bolts through the wall. The second person should stand inside to mount the sink and install the nuts.



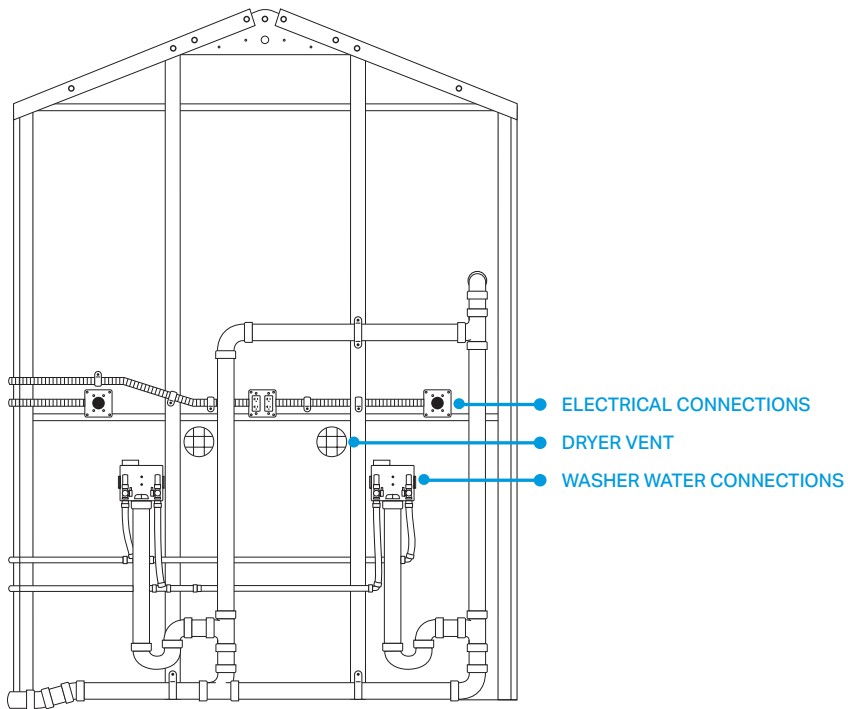
Heat/AC

1. Install the heat/AC structure. Remove the HVAC panel from the side wall by unthreading the two bolts that hold it in place. Then the unit goes in the opening much like a standard window AC unit. One person will be needed on the outside, with a second person on the inside.



Door Handle

1. After the shrink wrap is removed, install the lever handle on the doors using a screwdriver. The structure is shipped with the latch bolt pre-installed in each door.



Washer and Dryers (if applicable)

1. Standard hookups are provided. The customer is responsible for purchasing and installing their own electric washer/dryer units (all electric).

The installation is complete

Turn on water and electricity to the structure and test for full functionality. All water heaters and water temperature control valves have been adjusted to a default value at the Pallet factory. If adjustments are necessary, open the access door on the back wall and adjust following the instructions previously provided in this guide.