



**CITY OF NORTH PORT PROCUREMENT REQUEST FORM
EMERGENCY/EXIGENCY PROCUREMENT
(IN ACCORDANCE WITH FEDERAL GUIDELINES)**



DEPARTMENT/DIVISION Parks & Recreation

NAME OF REQUESTOR Cheryl Greiner

NAME OF PREPARER Cheryl Greiner

DATE COMPLETED 12/22/2002

The City shall not be bound by any transactions made contrary to procurement procedures.

For the Procurement Official to process a requisition or visa purchase request related to an **emergency or exigent purchase**, this form must be completed and submitted by the requesting party to Purchasing with the request. **THE CITY MANAGER MUST BE NOTIFIED IMMEDIATELY (VIA EMAIL/PHONE), FOLLOWED BY THE PURCHASING DIVISION.**

*When referring to procurement activity, FEMA defines both **exigency and emergency** as situations that demand immediate aid and action. The difference between the two is as follows:*

*In the case of an **exigency**, there is a need to avoid, prevent or alleviate serious harm or injury, financial or otherwise, to the applicant, and use of competitive procurement proposals would prevent the urgent action required to address the situation. Thus, a noncompetitive procurement may be appropriate.*

*In the case of an **emergency**, a threat to life, public health or safety, or improved property requires immediate action to alleviate the threat.*

Emergency or Exigency (in accordance with FEMA guidelines, must specify, see definitions above):

EXIGENCY

Name of Event (if applicable): Hurricane Ian

Project Number for Event (if applicable): Ian22

A. Description of Item(s) Purchased and Detailed Circumstances of the Emergency or Exigency Purchase/Service: Must answer who, what, when, where, why and how in the box below or separate memo. (Attach quote back-up).

Hurricane Ian struck North Port on September 29, 2022, leaving in its wake a trail of damages which caused the temporary closure of Warm Mineral Springs Park (WMSP). This revenue generating location has remained closed since the storm. Based upon past performance, revenue lost due to this closure is approximately \$633,301 in total for October through January admissions. Commission provided direction for the City to reopen this attraction as expeditiously as possible. Rental of two temporary trailers for operations at Warm Mineral Springs Park is necessary for this reopening to be successful. Rental will include an office / administrative functional area. The second unit is a free standing restroom building, which will meet the health department requirements to reopen Warm Mineral Springs. The rental and installation rates quoted are also in alignment with a competitive joint purchasing agreement.



CITY OF NORTH PORT

Purchasing Division
 4970 CITY HALL BLVD.
 NORTH PORT, FL 34286
 (941) 429-7170 (941) 429-7173

PAGE: 1
 P.O. NO.: 049813
 DATE: 01/03/23

TO: WILLIAMS SCOTSMAN INC
 901 SOUTH BOND STREET
 SUITE 600
 BALTIMORE, MD 21231-3357

SHIP TO: CITY OF NORTH PORT
 PARKS & RECREATION DEP
 4970 CITY HALL BLVD
 SUITE 303
 NORTH PORT, FL 34286

SUBMIT INVOICE TO: CITY OF NORTH PORT
 ATTN: FINANCE DEPARTMENT
 4970 CITY HALL BOULEVARD
 NORTH PORT, FLORIDA 34286

VENDOR NO.							
2069							
DELIVER BY	FLORIDA SALES TAX EXEMPTION NUMBER	F.O.B.			TERMS		
01/30/23	85-8013281465C-1				NET		
CONFIRM BY		CONFIRM TO			REQUISITIONED BY		
EMERGENCY IAN22		BERNICE MOEN			LEANN TURNER		
FREIGHT	CONTRACT NO.	ACCOUNT NO.	PROJECT	REQ. NO.	REQ. DATE		
		125-3036-572.44-00	IAN22	55861	12/30/22		
LINE NO.	QUANTITY	UOM	ITEM NO. AND DESCRIPTION		UNIT COST	EXTENDED COST	
1	6.00	EA	FEDERAL TERMS TO FOLLOW. IF SERVICES EXCEED MITIGATION AND LEAD TO CONSTRUCTION, PLEASE CONTACT THE CITY PROJECT MANAGER BEFORE PROCEEDING RENTAL OF TEMPORARY OFFICE/ADMIN BUILDING		4065.2200	24391.32	
2	15482.32	\$\$	DELIVERY/INSTALLATION OF PORTABLE OFFICE BLDG.		1.0000	15482.32	
3	8583.50	\$\$	FINAL RETURN CHARGES OF PORTABLE OFFICE BLDG		1.0000	8583.50	
4	6.00	EA	RENTAL OF TEMPORARY PORTABLE RESTROOM TRAILER		6715.4400	40292.64	
5	14017.94	\$\$	DELIVERY/INSTALLATION OF PORTABLE RESTROOM TRAILER		1.0000	14017.94	
6	7419.19	\$\$	FINAL RETURN CHARGES OF PORTABLE RESTROOM TRAILER		1.0000	7419.19	

AUTHORIZED BY _____

Bernice Moen
 PURCHASING MANAGER



**CITY OF NORTH PORT PROCUREMENT REQUEST FORM
EMERGENCY/EXIGENCY PROCUREMENT
(IN ACCORDANCE WITH FEDERAL GUIDELINES)**



B. Total Cost of Purchase: \$ 115,000

Account #: 125-3036-572-3400

Project #: IAN22

C. Vendor Information

Vendor Name: Williams Scotsman, Inc. Contact: David Krug

Address: 901 South Bond Street, Suite 600

City: Baltimore State: MD Zip: 21231-3357

Phone: 800-782-1500 Email or Website Address: david.krug@wilscot.com

I acknowledge that the procurement described herein was made in a manner consistent with the emergency procurement requirements of the City of North Port Procurement Code and Procurement Manual. I have been made aware of the Procurement Code (available on the P-Drive and Intranet) and the policies and procedures related to the City's procurement system.

Cheryl Greiner Digitally signed by Cheryl Greiner
DN: DC=northport, DC=city, OU=Departments,
OU=Parks & Rec, OU=OneDrive, CN=Cheryl
Greiner, E=CGreiner@cityofnorthport.com
Reason: I am the author of this document
Location: your signing location here
Date: 2022.12.22 15:30:52-05'00'
Foxit PDF Editor Version: 11.2.3 12/22/2022

Requestor *Date*
Lisa Herrmann Digitally signed by Lisa Herrmann
Date: 2022.12.29
08:31:04 -05'00' _____

Budget Administrator *Date*
Kimberly Williams Digitally signed by Kimberly Williams
DN: DC=northport, DC=city, OU=Departments,
OU=Finance Dept, OU=Finance Area, CN=
Kimberly Williams
Reason: I am the author of this document
Location:
Date: 2022.12.29 11:09:12-05'00'
Foxit PDF Reader Version: 12.0.2 _____

Finance Director *Date*
Jerome Fletcher Digitally signed by Jerome Fletcher
DN: DC=northport, DC=city, OU=Departments,
OU=CityManager, CN=Jerome Fletcher,
E=jfletcher@cityofnorthport.com
Reason: I am the author of this document
Location: your signing location here
Date: 2022.12.29 16:37:52-05'00'
Foxit PDF Reader Version: 11.1.0 _____

City Manager *Date* _____

Ryan Murphy Digitally signed by Ryan Murphy
DN: DC=northport, DC=city,
OU=Departments, OU=Parks & Rec,
OU=OneDrive, CN=Ryan Murphy
Reason: I am the author of this document
Location: your signing location here
Date: 2022.12.22 15:33:03-05'00'
Foxit PDF Editor Version: 11.2.2 12/22/2022

Department Director *Date*
Ginny Duyn Digitally signed by Ginny Duyn
Date: 2022.12.29
08:43:01 -05'00' _____

Purchasing *Date*
Juliana B. Bellia Digitally signed by Juliana B. Bellia
Date: 2022.12.29
12:30:02 -05'00' _____

Assistant City Manager *Date* _____

PRINT **Clear All Fields**

Procurement Summary Memorandum

Date: April 11, 2023

Subject: Procurement Justification of Williams Scotsman Inc to Provide Emergency Temporary Facilities for the City of North Port Following Hurricane Ian.

Rationale for the Method of Procurement: Following its internal procurement policy, the City contacted at least three (3) vendors seeking quotes for the rental/lease of trailer temporary facilities at Warm Mineral Springs Park. Two (2) vendors provided quotes, while two other vendors declined to quote based on a lack of supply of suitable units. Warm Minerals Springs Park Admission and Locker Room buildings were damaged during Hurricane Ian and deemed unusable by the City's Building Official. The procured modular facilities are to supply temporary workspace and bathrooms to Warm Mineral Springs Park patrons and staff for daily use until permanent repairs to the dedicated operating facility can be performed.

Contractor Selected: Williams Scotsman Inc.

Contract Type: Purchase Order/Requisition containing a fixed not-to-exceed (NTE) amount.

Explanation of Contract Price: On December 14, 2022, at the request of the City, Williams Scotsman Inc. provided a quote of \$115,000 as a fixed, not-to-exceed price for a 12-month lease to provide emergency trailers for the City of North Port at the Warm Mineral Springs Park.



Williams Scotsman, Inc.
 5002 E. Hillsborough Avenue
 Tampa FL 33610-4815

Your WillScot Representative
 David Krug, Territory Sales Manager
Phone: (813)626-2862
Email: david.krug@willscot.com
Toll Free: 800-782-1500

Contract Number: 1745491
Revision: 3
Date: December 14, 2022

Lease Agreement

Lessee: 0010513271
 CITY OF NORTH PORT
 4970 North Port Blvd.
 North Port, Florida 34286

Contact:
 Kim Humphrey
 4970 North Port Boulevard
 North Port, FL 34286
 Phone: 941-240-8093
 Email: khumphrey@cityofnorthport.com

Ship To Address:
 12200 San Servando Ave
 NORTH PORT, FL 34286 US
Delivery Date (on or about): 01/30/2023

Rental Pricing Per Billing Cycle	Quantity	Price	Extended	
54x24 Modular (50x24 Box)	1		\$1,609.00	
Deck - Aluminum	10x25 deck	10	\$62.20 \$622.00	
Prof. Entrance-Canopy T2		1	\$91.00 \$91.00	
Restroom - Standard		2	\$25.00 \$50.00	
Loss Damage Waiver (11/12)		2	\$199.00 \$398.00	
ADA/IBC Ramp - 30' & less		2	\$397.00 \$794.00	
Window/Door Security Bundle - 40+		1	\$125.00 \$125.00	
Tenant Improvement - Rental	Personal property expense	1	\$67.58 \$67.58	
General Liability - Allen Insurance		1	\$26.40 \$26.40	
Data Hub Rental T2		2	\$141.12 \$282.24	
Minimum Lease Billing Period: 6			Total Recurring Building Charges:	\$1,609.00
Billing Cycle: 28 Days			Subtotal of Other Recurring Charges:	\$2,456.22
			Total Recurring Charges Per Billing Cycle:	\$4,065.22

Estimated Delivery & Installation

Fuel Surcharge Delivery		1	\$465.00	\$465.00
Essentials Material Handling		1	\$400.00	\$400.00
State Approved Building Plans		1	\$250.00	\$250.00
Foundation / Tiedown Plans		1	\$437.50	\$437.50
Ramp / Stair Plans		1	\$250.00	\$250.00
Ramp - Delivery & Installation	Includes deck	2	\$1,100.85	\$2,201.70
Delivery Freight		2	\$861.12	\$1,722.24
Block, Level & Tiedown		1	\$6,499.88	\$6,499.88
Vinyl skirting		148	\$22.00	\$3,256.00
			Total Delivery & Installation Charges:	\$15,482.32

Estimated Final Return Charges*

Fuel Surcharge Return		1	\$465.00	\$465.00
Skirting Removal - Vinyl LF		148	\$5.51	\$815.48
Ramp - Knockdown & Return	Includes deck	2	\$1,100.85	\$2,201.70
Teardown		1	\$3,379.08	\$3,379.08
Return Freight		2	\$861.12	\$1,722.24
			Due On Final Invoice*:	\$8,583.50
Total Including Recurring Billing Charges, Delivery, Installation & Return**:				\$48,457.14

Comments

FL-R210503-318020

Summary of Charges

Model: SM5424	Quantity: 1	Total Charges for(1) Building(s): \$48,457.14
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Additional Services: For your convenience, we also recommend the following items (not included in this Agreement)

BY INITIALING BELOW, BUYER/LESSEE/CUSTOMER HEREBY ACKNOWLEDGES AND CONFIRMS THAT IT HAS SELECTED THE INITIALED RECOMMENDED ITEMS TO BE ADDED TO THIS CONTRACT AND AGREES TO PAY THE ADDITIONAL SPECIFIED AMOUNT(S) IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THIS CONTRACT.



Williams Scotsman, Inc.
 5002 E. Hillsborough Avenue
 Tampa FL 33610-4815

Your WillScot Representative
 David Krug, Territory Sales Manager
Phone: (813)626-2862
Email: david.krug@willscot.com
Toll Free: 800-782-1500

Contract Number: 1745491
Revision: 3
Date: December 14, 2022

Initial	Recommended Items	Billing Frequency	Qty	Price	Extended
_____	Special Equip required for installation	Initial	1	\$625.00	\$625.00
_____	Special Equip required for removal	Final	1	\$625.00	\$625.00
_____	Prof. Office Package T2	Recurring	4	\$118.80	\$475.20
_____	Bas. Workstation Package T2	Recurring	2	\$92.40	\$184.80
_____	Prof. Workstation Package T2	Recurring	2	\$155.00	\$310.00



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 North Port, FL 34286
 Phone: 941-240-8093
 Email: khumphrey@cityofnorthport.com

Ship To Address:
 12200 San Servando Ave
 NORTH PORT, FL 34286 US
Delivery Date (on or about): 01/30/2023

Rental Pricing Per Billing Cycle	Quantity	Price	Extended
44 x 24 Toiler Trailer (40 x 24 Box Size)	1		\$5,358.00
Deck - Aluminum 5x25 deck	5	\$62.20	\$311.00
Loss Damage Waiver (11/12)	2	\$199.00	\$398.00
ADA/IBC Ramp - 30' & less	1	\$397.00	\$397.00
Tenant Improvement - Rental Personal property expense	1	\$225.04	\$225.04
General Liability - Allen Insurance	1	\$26.40	\$26.40
Minimum Lease Billing Period: 6			Total Recurring Building Charges: \$5,358.00
Billing Cycle: 28 Days			Subtotal of Other Recurring Charges: \$1,357.44
			Total Recurring Charges Per Billing Cycle: \$6,715.44

Estimated Delivery & Installation

Fuel Surcharge Delivery	1	\$465.00	\$465.00
Essentials Material Handling	1	\$300.00	\$300.00
State Approved Building Plans	1	\$250.00	\$250.00
Foundation / Tiedown Plans	1	\$437.50	\$437.50
Ramp / Stair Plans	1	\$250.00	\$250.00
Ramp - Delivery & Installation Includes deck	1	\$1,277.32	\$1,277.32
Delivery Freight	2	\$861.12	\$1,722.24
Block, Level & Tiedown	1	\$6,499.88	\$6,499.88
Vinyl skirting	128	\$22.00	\$2,816.00
Total Delivery & Installation Charges:			\$14,017.94

Estimated Final Return Charges*

Fuel Surcharge Return	1	\$465.00	\$465.00
Skirting Removal - Vinyl LF	128	\$5.51	\$705.28
Ramp - Knockdown & Return Includes deck	1	\$1,277.32	\$1,277.32
Teardown	1	\$3,249.35	\$3,249.35
Return Freight	2	\$861.12	\$1,722.24
Due On Final Invoice*:			\$7,419.19
Total Including Recurring Billing Charges, Delivery, Installation & Return**:			\$61,729.77

Comments

FL-R210503-318020

Summary of Charges

Model: TT4424	Quantity: 1	Total Charges for(1) Building(s): \$61,729.77
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Additional Services: For your convenience, we also recommend the following items (not included in this Agreement)

BY INITIALING BELOW, BUYER/LESSEE/CUSTOMER HEREBY ACKNOWLEDGES AND CONFIRMS THAT IT HAS SELECTED THE INITIALED RECOMMENDED ITEMS TO BE ADDED TO THIS CONTRACT AND AGREES TO PAY THE ADDITIONAL SPECIFIED AMOUNT(S) IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THIS CONTRACT.

Initial	Recommended Items	Billing Frequency	Qty	Price	Extended
_____	Special Equip required for installation	Initial	1	\$625.00	\$625.00
_____	Special Equip required for removal	Final	1	\$625.00	\$625.00



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 Tampa FL 33610-4815

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Phone: (813)626-2862
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Toll Free: 800-782-1500

Contract Number: 1745491
Revision: 3
Date: December 14, 2022

Insurance Requirements Addendum

QTY	PRODUCT	EQUIPMENT VALUE/BUILDING	DEDUCTIBLE PER UNIT
1	SM5424	\$54815.00	\$0.00
1	TT4424	\$0.00	\$0.00

Lessee: CITY OF NORTH PORT

Pursuant to the Williams Scotsman Lease Agreement and its Terms and Conditions ("Agreement"), a Lessee is obligated to provide insurance to Williams Scotsman, Inc. ("Lessor") with the following insurance coverage:

- Commercial General Liability Insurance:** policy of combined bodily injury and property damage insurance insuring Lessee and Lessor against any liability arising out of the use, maintenance, or possession of the Equipment. Such insurance shall be in an amount not less than \$1,000,000 per occurrence, naming the Lessor as Additional Insured and Loss Payee.
- Commercial Property Insurance:** covering all losses or damage, in an amount equal to 100% of the Equipment Value set forth in the Lease providing protection against perils included within the classification and special extended perils (all "risk" insurance), naming the Lessor as Additional Insured and Loss Payee.

By signing below, the Lessee agrees to the terms and conditions stated herein. All other general Terms and Conditions of the Agreement shall remain the same and in full force and effect. Each party is hereby authorized to accept and rely upon a facsimile or electronic signature of the other party on this Addendum. Any such signature shall be treated as an original signature for all purposes.

General Liability Insurance Program

Lessee elects to participate in the General Liability Insurance Program, whereby Lessee will receive insurance coverage through American Southern Insurance Company ("Insurer") and administered by Allen Insurance Group ("Agent"). The Lessee acknowledges and agrees that the policy issued by the Insurer is a third party liability policy that covers those amounts that Lessee is legally obligated to pay due to bodily injury and property damage arising from the proper use and occupancy of Equipment leased from Williams Scotsman up to the policy limits. Coverage is subject to underwriting and specific terms and conditions set forth in the policy. An outline of cover is available upon request. By signing below, Lessee understands and agrees that the Lessor is not providing the insurance coverage and serves only as a billing agent for the Insurer and its Agent; and, accordingly, it assumes no liability therefore.

Signature of Lessee: _____ Print Name: _____ Date: _____

Loss Damage Waiver Program

Lessee elects to participate in the Lessor's Loss Damage Waiver Program. Lessee understands and agrees that under this program, the Lessor waives, for a fee, Lessee's obligation to carry Commercial Property Insurance and Lessee's liability to Lessor for repair or replacement of the modular units leased from Williams Scotsman resulting from loss or damage as specified in the Lease Agreement. Lessee remains liable to Williams Scotsman for the amount of the damage deductible, if any, per unit of equipment noted above. Please refer to the Agreement for specific details on coverage, exclusions and restrictions on coverage. The Loss Damage Waiver is not and shall not constitute a contract for insurance.

Signature of Lessee: _____ Print Name: _____ Date: _____

Please return this signed document with the signed lease agreement.



Williams Scotsman, Inc.
 5002 E. Hillsborough Avenue
 Tampa FL 33610-4815

Your WillScot Representative
 David Krug, Territory Sales Manager
Phone: (813)626-2862
Email: david.krug@willscot.com
Toll Free: 800-782-1500

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Clarifications

***Final Return Charges are estimated and will be charged at Lessor's prevailing rate at time of return. **All prices exclude applicable taxes. All Lessees and Leases are subject to credit review.** In addition to the stated prices, customer shall pay any local, state or provincial, federal and/or personal property tax or fees related to the equipment identified above ("Equipment"), its value or its use. Lessee acknowledges that upon delivery of the Equipment, this Agreement may be updated with the actual serial number(s), delivery date(s), lock serial number(s), etc, if necessary and Lessee will be supplied a copy of the updated information. Prices exclude taxes, licenses, permit fees, utility connection charges, site preparation and permitting which is the sole responsibility of Lessee, unless otherwise expressly agreed by Lessor in writing. Lessee is responsible for locating and marking underground utilities prior to delivery and compliance with all applicable code requirements unless otherwise expressly agreed by the Lessor in writing. Price assumes a level site with clear access. Lessee must notify Lessor prior to delivery or return of any potentially hazardous conditions or other site conditions that may otherwise affect delivery, installation, dismantling or return of any Equipment. Failure to notify Lessor of such conditions will result in additional charges, as applicable. Physical Damage & Commercial Liability insurance coverage is required beginning on the date of delivery. Lessor is not responsible for changes required by code or building inspectors. **Pricing is valid for thirty (30) days.**

Please note the following important billing terms:

- In addition to the first billing period rental and initial charges, last billing period rent for building and other recurring rentals/services (excluding General Liability Insurance and Property Damage Waivers), will be billed on the initial invoice. Any amounts prepaid to Williams Scotsman will be credited on the final invoice.
- Invoices are due on receipt, with a twenty (20) day grace period. Interest will be applied to all past due amounts.
- Invoices are due on receipt, with a twenty (20) day grace period. Late fees will be applied to all past due amounts.
- Williams Scotsman preferred method of payment is ACH. Payments made by check are subject to a Paper Check Fee, charged on the next invoice following payment by check.
- Williams Scotsman preferred method of invoicing is via electronic transmission. Customers are encouraged to provide an email address or use MMConnect. Invoices sent standard mail are subject to a paper invoice fee, charged on the following invoice.

Lessor hereby agrees to lease to Lessee and Lessee hereby agrees to lease from Lessor Modular Equipment and Value Added Products (as such items are defined in Lessor's General Terms & Conditions) selected by Lessee as set forth in this Agreement. All such items leased by the Lessee for purposes of this Lease shall be referred to collectively as the "Equipment". By its signature below, Lessee hereby acknowledges that it has read and agrees to be bound by the Lessor's General Terms & Conditions (6-3-22) located on Lessor's internet site (<https://www.willscot.com/About/terms-conditions>) in their entirety, which are incorporated herein by reference and agrees to lease the Equipment from Lessor subject to the terms therein. Although Lessor will provide Lessee with a copy of the General Terms & Conditions upon written request, Lessee should print copies of this Agreement and General Terms & Conditions for recordkeeping purposes. Each party is authorized to accept and rely upon a facsimile signature, digital, or electronic signatures of the other party on this Agreement. Any such signature will be treated as an original signature for all purposes and shall be fully binding. The undersigned represent that they have the express authority of the respective party they represent to enter into and execute this Agreement and bind the respective party thereby.

Invoicing Options (select one)

Paperless Invoicing Option
 Williams Scotsman prefers electronic invoicing, an efficient, convenient and environmentally friendly process. To avoid fees, provide us with the proper email address for your invoices

Corrected Email Address: _____

Standard Mail Option
 Customer prefers to receive paper invoice via mail. Fees may apply. Invoices will be mailed to:

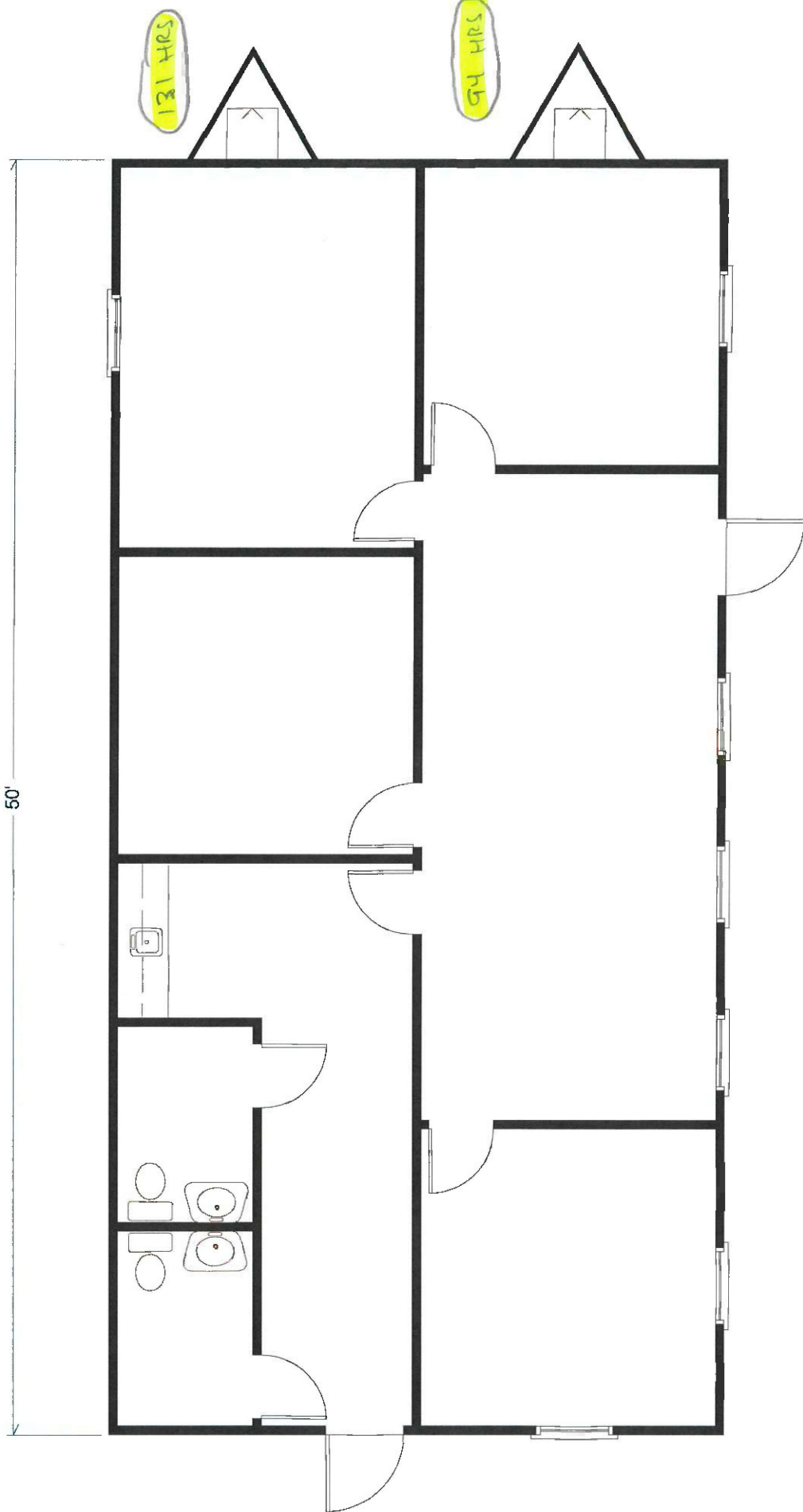
4970 North Port Blvd.
 North Port, Florida 34286

Enter a new billing address: _____

Signatures

Lessee: CITY OF NORTH PORT	Lessor: Williams Scotsman, Inc.
Signature:	Signature:
Print Name:	Print Name:
Title:	Title:
Date:	Date:
PO#:	

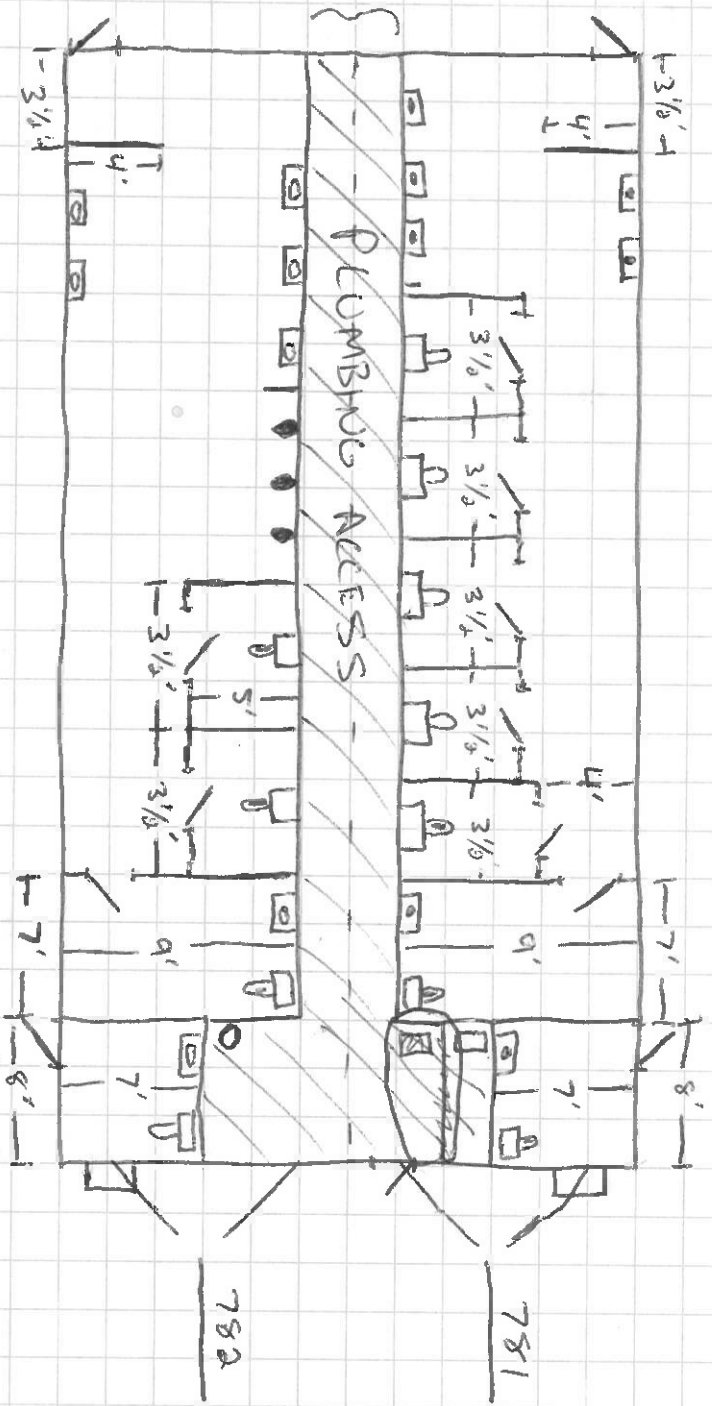
CPX-17621; CMB-16919 & CMB-16920; 5424SM



MDS-680781 / 782

CRX-108863

TRUETT TPAUER
@ HRS



- = URINAL / WALL MOUNT
- = WATER HEATER
- ▭ = FLOOR MAT SYM



THE

ESSENTIALS

Everything you need for your space, inside and out.

WILLSCOT

TM



ONE CALL AND YOU'RE READY TO WORK

With other providers, when you order an office trailer, that's what you get — an empty trailer. Then it becomes your job to fill it up. Not so with WillScot. We provide the space, plus everything else you need to make it functional right away. It's called the Essentials, and it couldn't be easier.

- + Working with one source for everything saves valuable time and money.
- + We handle ordering, delivery, setup and return, so you can stay focused on your project.
- + Eliminate startup headaches by having one consistent offering and one bill.
- + Make one call to us and suddenly you have a lot less to worry about.

EVERY DETAIL, HANDLED

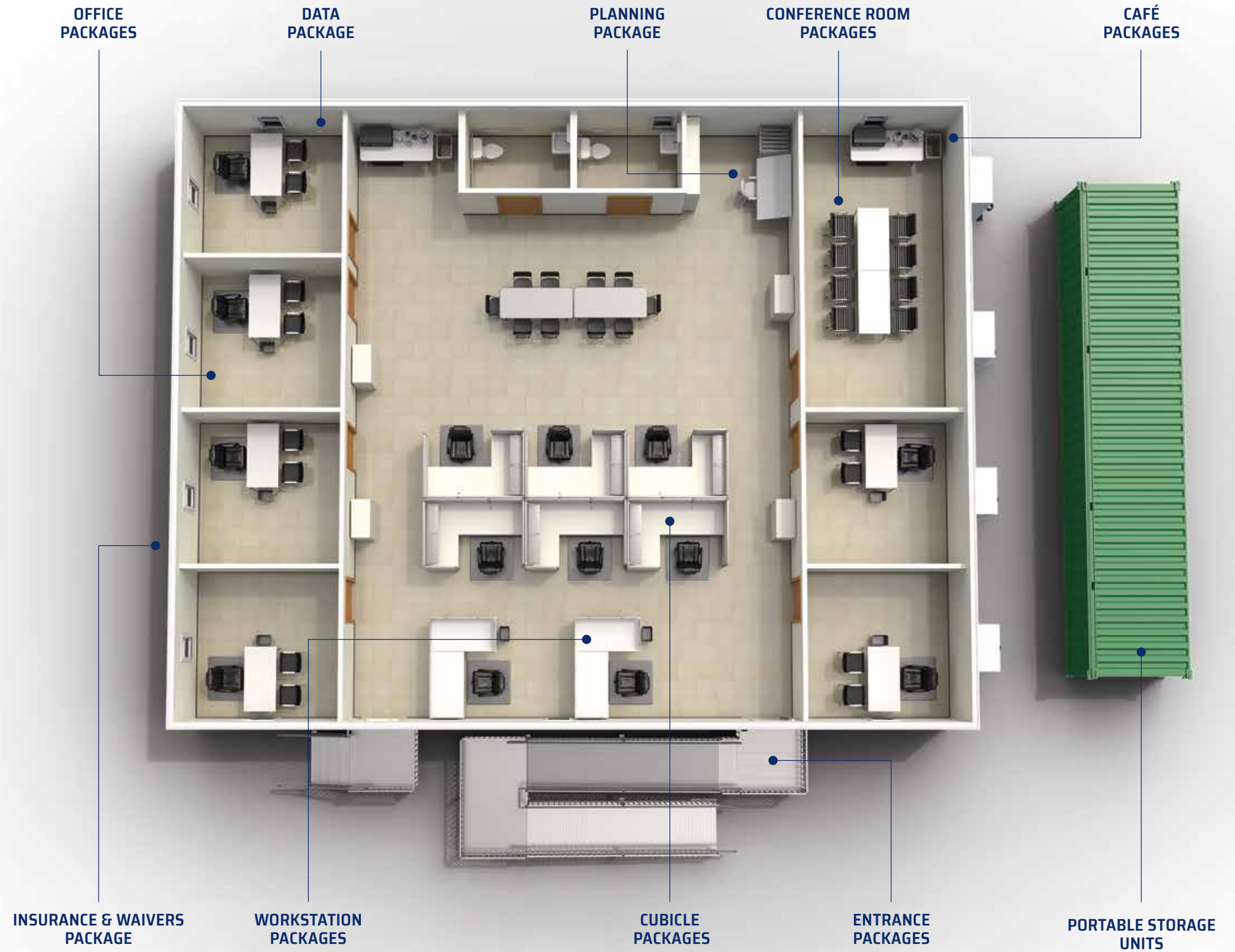
WillScot is the leader in modular workspace solutions. We know temporary space like no other company, and our experts know how to best configure it to meet any need and budget.

We offer a breadth of ready-to-go Essentials packages that cover the most typical needs. Plus we provide these packages at multiple levels, from simple, quality furnishings that accommodate your construction teams, to more premium options suitable for entertaining customers and VIPs.

We also offer a full range of items à la carte to finish out your space. You need it? Chances are we've got it.

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OFFICE PACKAGES

Whether you need a big open-concept workspace or something more private, we can help you create the ideal work environment. Our package levels are designed to fit any need or budget.

PACKAGE LEVELS

	BASIC	PROFESSIONAL	PREMIUM
Standard Desk	1x	1x	
Manager's Chair	1x		
Small White Board	1x	1x	1x
Floor Chair Mat	1x	1x	1x
Small Office Trash Can	1x	1x	1x
Over Door Coat Hook	1x	1x	1x
Luxhide Executive Chair		1x	1x
Stackable Side Chair		2x	2x
3 Drawer Pedestal File Cabinet		1x	2x
Office Supply Starter Kit		1x	1x
Premium "L" Desk			1x



Premium Office

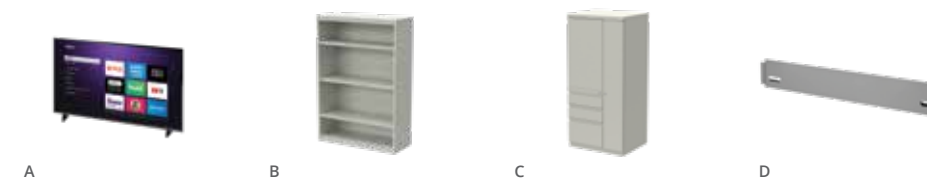


Professional Office



Basic Office

RECOMMENDED ADD-ONS



- A | 50" Flat Screen (pg. 50)
- B | 4 High Bookcase (pg. 48)
- C | Wardrobe / Cupboard Tower (pg. 48)
- D | Modesty Panels* (pg. 46)

*Modesty panels provide privacy below the desk.



CONFERENCE ROOM PACKAGES

WillScot makes it easy for you to create a larger meeting room where your teams can convene and collaborate. Our packages come with everything you need to be productive, from a kitchen space to scalable table options for any sized group.

PACKAGE LEVELS

	BASIC	PROFESSIONAL	PREMIUM
Folding Table	2x		
Folding Chair	4x		
Mini Refrigerator	1x		
Coffee Pot	1x	1x	1x
Microwave	1x	1x	1x
Large White Board	1x	1x	1x
Large Trash Can	1x	1x	1x
Convenience Starter Kit	1x	1x	1x
Standard Desk / Table		2x	
Conference Table			2x
Café Table		1x	1x
Manager's Chair		8x	12x
Full Size Refrigerator		1x	1x
Keurig			1x



Premium Conference Room



Professional Conference Room



Basic Conference Room



A



B



C



D

RECOMMENDED ADD-ONS

- A | 50" Flat Screen (pg. 50)
- B | 4 Drawer Lateral File Cabinet (pg. 48)
- C | Extra Folding Chairs (pg. 47)
- D | Extra Manager's Chairs (pg. 47)



WORKSTATION PACKAGES

Create an open working environment that encourages collaboration, while also giving your people the personal space they need to do their jobs. Our packages are built to provide privacy, comfort and tidy cable management.

PACKAGE LEVELS

	BASIC	PROFESSIONAL
Standard Desk / Table	1x	
Manager's Chair	1x	1x
Floor Chair Mat	1x	1x
3 Drawer Pedestal File Cabinet	1x	1x
Small Office Trash Can	1x	1x
Surge Protector	1x	1x
Privacy Shields Around Desk	1x	1x
Modesty Panels Around Desk	1x	1x
Office Supply Starter Kit		1x
Premium "L" Desk		1x



Professional Workstation with additional 3 Drawer Pedestal File Cabinet

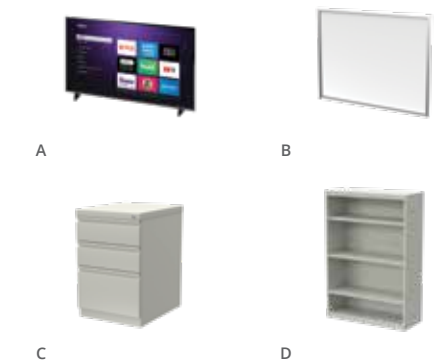
Basic Workstations



Modesty and Privacy Panels

RECOMMENDED ADD-ONS

- A | 50" Flat Screen (pg. 50)
- B | Small White Board (pg. 50)
- C | 3 Drawer Pedestal File Cabinet (pg. 48)
- D | 4 High Bookcase (pg. 48)



CUBICLE PACKAGES

Provide workspace privacy in any configuration with our flexible and scalable cubicle packages. Our unique panel system allows fast, tool-free assembly, accommodates power and data supply, and complements modern WillScot furniture.



PACKAGE LEVELS

	BASIC	PROFESSIONAL
Desk	1x	
Manager's chair	1x	1x
Pedestal File Cabinet	1x	2x
Small Office Trash Can	1x	1x
Floor Mat	1x	1x
Cubicle Panels	3x	5x
"L" Desk		1x
5 ft. Open Shelf		1x



Endless configurations for whatever you may need



A versatile solution that completes any space

- Clean, modern aesthetic
- Sound dampening panels with tackable walls
- Power and data options available
- Fast, tool-free assembly



RECOMMENDED ADD-ONS



- A | 3 Drawer Pedestal File Cabinet (pg. 48)
- B | Power / Data Pole (pg. 52)
- C | 5 ft. Open Shelf (pg. 48)
- D | Manager's Chair (pg. 47)

CAFÉ PACKAGES

Part of building worksite productivity is making it easy for your people to take a quick break. Our packages allow you to provide a well-outfitted space to grab a coffee, keep snacks cool, and warm up lunch.



PACKAGE LEVELS

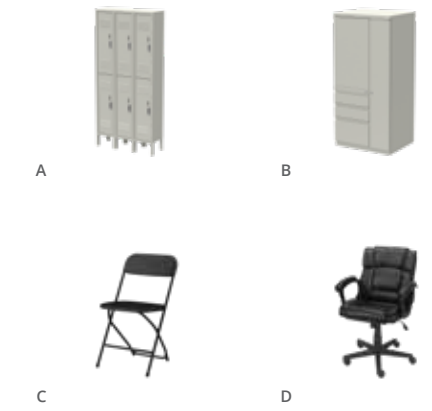
	BASIC	PROFESSIONAL
Folding Table	1x	
Mini Refrigerator	1x	
Coffee Pot	1x	1x
Microwave	1x	1x
Convenience Starter Kit	1x	1x
Large Trash Can	1x	1x
Café Table		1x
Full Size Refrigerator		1x
Keurig		1x

Professional Café



RECOMMENDED ADD-ONS

- A | Vented Lockers (pg. 48)
- B | Wardrobe / Cupboard Tower (pg. 48)
- C | Folding Chairs (pg. 47)
- D | Manager's Chairs (pg. 47)



Basic Café





PLANNING PACKAGE

Handling and adjusting large blueprints and other project planning documents can be a challenge at the jobsite. Our package gives you the furnishings and storage space you need to be organized and productive.

PACKAGE

	PLANNING
Drafting Table	1x
Rolling Blueprint Rack	1x
Drafting Stool	1x

RECOMMENDED ADD-ONS



- A | 4 Drawer Lateral File Cabinet (pg. 48)
- B | 3 Drawer Pedestal File Cabinet (pg. 48)
- C | 4 High Bookcase (pg. 48)
- D | Wardrobe / Cupboard Tower (pg. 48)



Adjustable drafting stool swivels 360°



Oversized drafting table provides extra workspace to accommodate larger documents.



LUNCH ROOM PACKAGES

A well-appointed lunch area finishes out your workspace and promotes morale and teamwork like no other feature. Our packages provide tables and seating, as well as refrigerator, microwave, and coffee station so your people can refuel, refresh and refocus before going back to work.

PACKAGE LEVELS

	BASIC	PROFESSIONAL
Folding Table	2x	4x
Folding Chair	10x	20x
Large Trash Can	1x	2x
Folding Café Table		1x
Large White Board		1x
Full Size Refrigerator		1x
Coffee Pot		1x
Microwave		2x
Convenience Starter Kit		2x

Professional Lunch Room



Basic Lunch Room



A



B



C

RECOMMENDED ADD-ONS

A | 50" Flat Screen (pg. 50)

B | Vented Lockers (pg. 48)

C | Wardrobe / Cupboard Tower (pg. 48)



ENTRANCE PACKAGES

When your mobile office arrives, make sure your people can get into it right away. Our OSHA-compliant packages provide safe, solid, high-grip walking surfaces that you can depend on in any weather, including adjustable steps and treaded platform.

PACKAGE LEVELS

	BASIC	PROFESSIONAL
Stair System	1x	1x
Platform	1x	1x
Boot Scraper	1x	1x
Entrance Mat	1x	1x
Canopy System		1x



Professional Entrance

Everything we offer is OSHA compliant and set up completely onsite by WillScot.

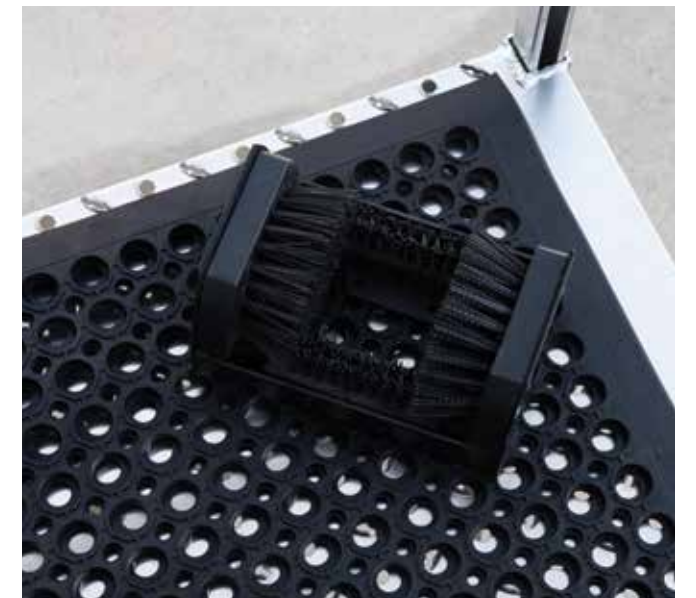


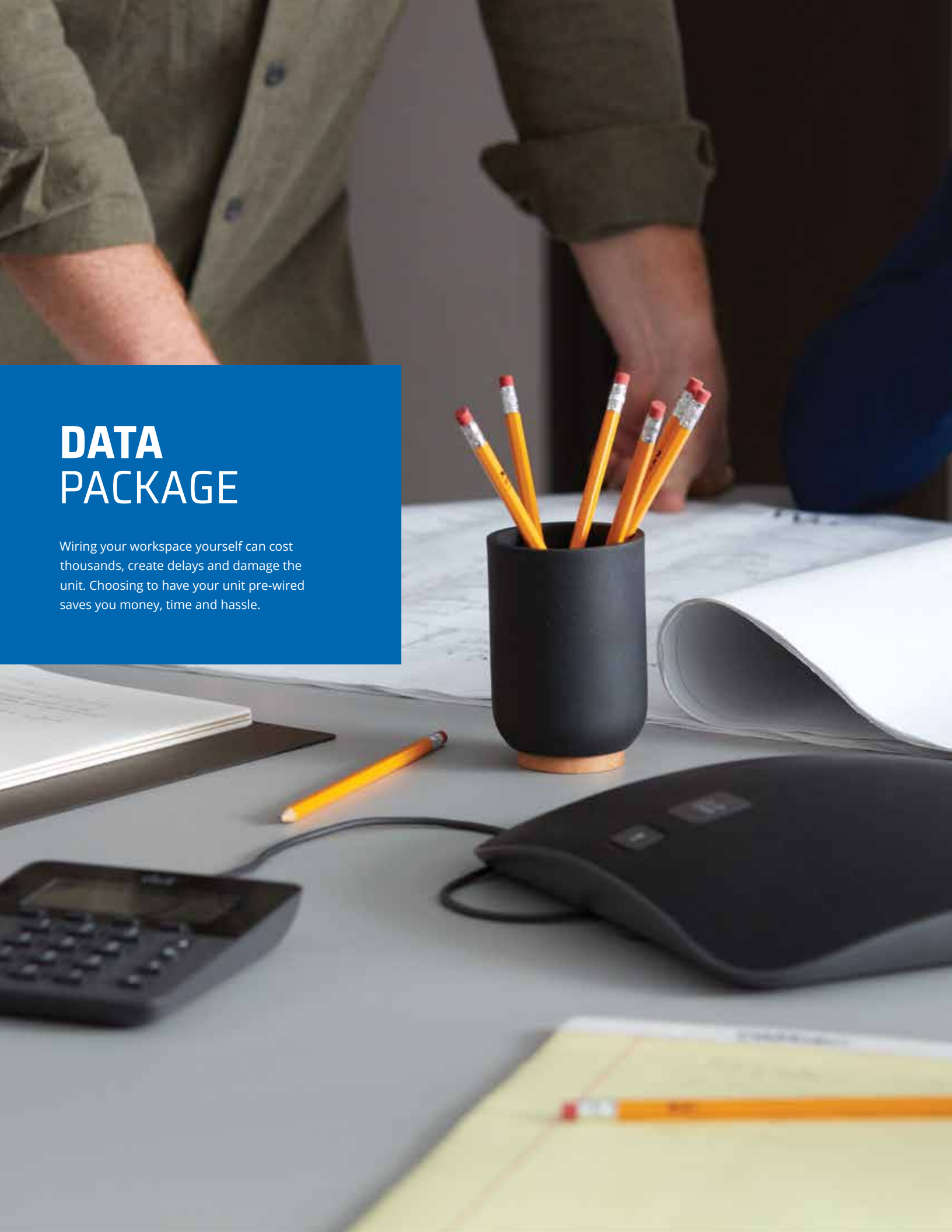
Basic Entrance



We have a full range of ADA/IBC compliant step and ramp solutions to meet the needs of your site.

An entrance mat and boot scraper ensures the office stays clean.





DATA PACKAGE

Wiring your workspace yourself can cost thousands, create delays and damage the unit. Choosing to have your unit pre-wired saves you money, time and hassle.



Eliminate downtime by getting your unit wired before delivery.

- + VOIP-supported data ports in every office and common area
- + Single external hook up point for your ISP gets you online faster
- + Port placements are fully customizable to your needs



Ethernet Port



Fully Powered Data Switch

RECOMMENDED ADD-ONS

- A | 50" Flat Screen (pg. 50)
- B | HDMI Cable (pg. 50)
- C | Surge Protector (pg. 52)
- D | TV Wall Bracket (pg. 50)



A



B



C



D

PORTABLE STORAGE UNITS

Get the portable storage and accessories you need to keep your operation organized and efficient. Our durable, code-compliant units arrive clean and ready, at the same time as your other temporary space. Add locks, pipe racks, shelf brackets and more to save precious time and money.



We also offer locks, pipe racks, shelf brackets and more.



40 ft. x 8 ft.



20 ft. x 8 ft.

One source. One call. One convenient bill, and you've got it all.

INSURANCE & WAIVERS PACKAGE

We make it easy to get the coverage you need for your building. You gain peace of mind and the freedom to focus on other priorities.



Get the coverage without the hassle and high cost deductible.

Damage Waiver

Even if your company has its own property insurance policy, it makes good business sense to add the WillScot Damage Waiver. Here's why:

- + The Waiver covers all WillScot owned equipment and is effective immediately upon delivery.*
- + The Waiver protects against any cost increase or negative rating to your company's current policy in the event of a claim.
- + Our waiver deductible is likely much lower than your company's standard insurance deductible.
- + Provides protection and piece-of-mind for a very low monthly out-of-pocket cost on one bill.

**The waiver does not cover damages due to negligence.*

General Liability

We've partnered with Allen Insurance Group to offer you a General Liability program that's an easy, turn-key option that meets the requirements of the lease.

- + **Hassle-Free:** No need to contact your insurance company; worry about expiring certificates, or being cancelled.
- + **Convenient:** Easy monthly payments will be invoiced with your lease.
- + **Timely:** No coordination between agencies required; coverage begins after the unit is set and occupied and automatically ends upon the termination of your lease.
- + **Superior Service:** 24/7 claims reporting to a toll-free number means there's always someone available when you need them.



À LA CARTE ITEMS

Many of these items are included in our packages, but say you need more desks or chairs or a very specific item to finish out your space. We've got you covered.

DESKS AND TABLES



Folding Table

Steel frame with dent, scratch, and rust-resistant surface top. Meets and/or exceeds ANSI/BIFMA performance standards.

72" L x 30" W x 29" H



Standard Desk / Table

Modern design with steel frame and high pressure laminate top for durability. Rear grommet cutout for effective wire management.

60" L x 30" W x 29.5" H



Premium "L" Desk

Modern design with steel frame and high pressure laminate top for durability. Rear grommet cutout for effective wire management.

90" L x 30" W x 29.5" H



Compact Desk

Smaller size is ideal for space constrained environments. Standard desk offering for FLEX product line.

48" L x 30" W



Standing Desk

Separate keyboard tray and work surface for better organization and efficiency. Dual-lever height mechanism for quick adjustments.

35" W x 4.75" - 6.5" H (adjustable height)



Conference Table

Modern design with steel frame and high pressure laminate top for durability. Center grommet cutout for effective wire management.

72" L x 42" W x 29.5" H

ACCESSORIES



Privacy Shields

Frosted panels offer privacy while allowing light into the workspace. Multiple configurations to meet any workspace need.

Fit WS desks



Modesty Panels

Covers front of desks for added privacy and workspace comfort. Can be installed on any WS desk before or after delivery.

Fit WS desks



Privacy Shields and Modesty Panels assembled.

SEATING



Folding Chair

Metal frame holds up to 400 lbs. Folds closed for compact storage and space flexibility.

38.2" H x 17.5" W x 2.5" D Closed



Stackable Side Chair

Stacks up to 12 high. Chrome finish. Wood capped arms in walnut finish.

33" H x 22" W x 20.8" D



Manager's Chair

Lumbar support and waterfall seat cushion. Pneumatic seat adjustment.

40.25" H x 25.25" W x 29.5" D



Luxhide Executive Chair

Black synthetic leather upholstery with chrome arms. Pneumatic seat adjustment with tilt lock.

40" H x 22.5" W x 24.5" D



Drafting Stool

360° swivel with one-touch seat height adjustment. Foot rest and locking casters.

55.3" H x 19.25" W x 29.2" D

STORAGE AND SHELVING



3 Drawer Pedestal File Cabinet

Two storage drawers and one file drawer. Four casters with wheel locks.

19.75" D x 15.5" W x 23.75" H



4 High Bookcase

Three heavy-duty shelves adjustable at 1/2" increments. Double wall construction for durability.

51.5" H x 36" W x 14" D



5 ft. Open Shelf

For use with WillScot cubicles only, this open shelf is a simple and effective solution to organize books, binders and personal items.

60" W x 13" D



2 Drawer Lateral File Cabinet

Locking casters for mobility and space flexibility. Safety interlock system to allow only one drawer to be open at a time.

29.5" H x 30" W x 18" D



4 Drawer Lateral File Cabinet

Safety interlock system to allow only one drawer to be open at a time. Steel ball-bearing drawers with counterweight to prevent tip over.

51.5" H x 36" W x 18" D



Vented Lockers

Lift-up handle accepts pad locks. Vents for visibility and maximum airflow.

15" W x 18" D (multiple configurations available)



Wardrobe / Cupboard Tower

Double wall construction with adjustable side shelves. Side to side coat rod in main compartment.

51.5" x 24" W x 24" D (multiple configurations available)

APPLIANCES



Mini Refrigerator

Flat zero clearance back and reversible door to fit in a wide variety of spaces. Mechanical temperature control.

2.5 cubic ft. interior



Full Size Refrigerator

Upfront temperature controls, incandescent interior lighting and sealed drawers that keep food fresh longer.

14.6 cubic ft. interior



Microwave

Digital interface with 6 automatic cooking menus. Non-stick interior for easy clean-up.

1.1 cubic ft.



Coffee Pot

Electric slow drip brewing with auto shutoff feature. Non-stick warmer plate.

12-cup



Keurig

3 cup sizes with 48 oz. reservoir to make up to 8 cups between refilling. Auto shutoff feature turns brewer off after 2 hours of non-use.

13.3" H x 9.5" W x 11.4" D

COLLABORATIVE



Small White Board

Ideal for offices and tight spaces. Ledge for marker storage.

48" L x 36" H



Large White Board

Perfect for conference rooms and common areas. Ledge for marker storage.

72" L x 48" H



Cork Bulletin Board

Prevents damage from hanging materials directly on walls. Natural cork is durable and great for frequent use. Oak finish.

Multiple sizes available.



50" Flat Screen

1080P screen resolution for stunning HD images. Smart TV with built-in access to streaming services.

44.4" L x 26.1" H x 3.3" D



Drafting Table

Durable frame with adjustable height and desk angle. Full length pencil catch.

60" W



Rolling Blueprint Rack

Adjustable length and height to accommodate various document sizes. Heavy gauge steel construction holds up to 240 lbs.

46" L x 27" W x 66" H

ACCESSORIES



HDMI Cable

30AWG high speed HDMI with Ethernet. Supports 4K video resolutions.

20 ft. cord length



TV Wall Bracket

Designed for 37"- 70" displays and tilts from 0°-10°. Steel construction supports up to 165 lbs.

33.4" L x 1.9" D x 17.3" H



Blueprint Rack Clamps (6 qty)

Sturdy aluminum with solid steal wing knobs accommodate up to 100 sheets or 20 lbs. Transparent label holders included.

Available in 18"- 42" L

ENTRANCE



OSHA Steps

Fully OSHA compliant. Durable aluminum construction with built-in treads for secure footing in all weather.

Size varies based on unit.



ADA/IBC Compliant Steps

Fully ADA/IBC compliant and customizable to whatever your site demands. Durable aluminum construction with built-in treads for secure footing in all weather.

Size varies based on unit.



Canopy System

Can be added to any WillScot step or ramp system. Covers entire entrance platform and is rated for 100 PSF snow load.

Size varies based on unit.



ADA/IBC Compliant Ramps

Straight run or switchback systems available. Durable aluminum construction with built-in treads for secure footing in all weather.

Size varies based on unit.

All entrance systems are completely installed onsite by WillScot.

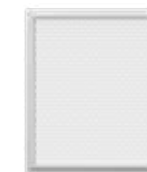
SECURITY



Door Bar

Solid steel bar reinforces entryway and helps protect against intruders. Helps limit access points in larger units.

Size varies base on unit.



Security Screen

Helps protect window from direct impacts. Prevents unwanted entry through unit windows.

Size varies based on window.

ACCESSORIES



Surge Protector

Complete 3-line AC protection. 14 gauge heavy-duty cord.

6 outlets



Floor Chair Mat

Durable plastic protects floors and improves chair movement. Studded version available for carpet.

48" L x 36" W



Power / Data Pole

These attractive and durable poles effectively distribute power and telecommunications wiring to workstations below and can be customized to the needs of your space.

Height varies. 2.5" D



Entrance Mat

GreenTrax high-low scraping design guards against dirt. Durable material withstands harsh weather.

48" L x 36" W



Small Office Trash Can

Convenient size for offices and workstations.

28 qt.



Large Trash Can

Perfect for lunch rooms and common areas. Heavy-duty plastic withstands jobsite abuse.

23 gal.



Small Cubicle Panel

Tackable, sound dampening panel for use with the WillScot cubicle system. Cannot be added as stand-alone item.

30" W x 60" H



Office Supply Starter Kit

Includes: pens (6), notepads (6), dry-erase marker kit, desk calendar, sticky-notes.

Included in all Professional and Premium Office packages.



Over Door Coat Hook

Ball tips on double steel hook prevent damage to garments. Fits doors up to 1-3/4" thick and holds up to 10 lbs.

8.5" H x 1.5" W x 4.2" D



Boot Scraper

Heavy-duty brush cleans mud, dirt, snow, gravel, rock, leaves, grass, sand, and other debris from all types of footwear. Removes caked-on messes from boot and shoe soles and uppers, saving floors and carpets from debris.

9.4" L x 4.7" W x 4.5" H



Large Cubicle Panel

Tackable, sound dampening panel for use with the WillScot cubicle system. Cannot be added as stand-alone item.

60" W x 60" H



Convenience Starter Kit

Includes: ground coffee, filters, stirrers, creamer, sweetener.

Included in all Conference and Café packages.



OUR PARTNERS SAVE YOU MORE

Working with WillScot gives you access to valuable added benefits. We've partnered with Office Depot and Wesco to help you save time and money through a wide range of products, services and offers.

Office DEPOT

Any time you need office supplies, this is the place to save. Register through WillScot and unlock the following benefits:

- + Additional 10% discount from web pricing
- + Free, next-business day delivery applies to qualifying orders of \$50 or more within our local delivery areas (see our Terms and Conditions for details)
- + Convenient credit card payment with options to include single account billing or consolidated billing for multiple locations
- + Wide variety of products and services available

Register here:

<https://business.officedepot.com/willscot>

Registered users login here:

<https://business.officedepot.com>



Through our partnership with this industry-leading supply chain solutions company, you can benefit multiple ways:

- + 10% discount from standard retail pricing
- + Free standard shipping with expedited services available
- + Access to a wide range of products including:
 - Networking Equipment
 - Tech Products: Speakers, cameras, and security systems
 - Safety Products: PPE, spill kits, first aid kits, fall protection
 - Internet Connectivity Services
- + Pre-arranged account utilizing your purchasing card (no stored information)
- + Ability to create your own account for a more customized experience

Access these benefits here:

<https://www.wescofastec.com/willscot>



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**Products may vary from those shown, and are subject to in-stock availability.*

