

RFQ- IDA-08
EMERGENCY REQUEST FOR QUALIFICATIONS AND QUOTES:
Temporary Sheltering Solutions for Non-Congregate Sheltering

Under authority of Governor John Bel Edwards Proclamation 178 JBE 2021, relating to emergency procurement for Hurricane Ida, an expedited timeline and process is being used for this solicitation.

Bidder's Response to Qualifications and Quotes must be submitted and received no later than **10:00 AM, Tuesday, September 28, 2021** at LA State Procurement-Emergency Ops OSP-EOC@LA.GOV.

Bidders questions due by **Monday 10:00 AM, September 27, 2021**

Response to questions will be posted in LAPAC by **Monday 2:00 PM, September 27 2021**

GOHSEP intends to issue multiple awards to meet required temporary sheltering requirements.

SCOPE OF WORK FOR CONTRACTOR:

In response to the extensive damage caused by Hurricane Ida in Louisiana, the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) must explore all available options for Temporary Housing Solutions to provide for Non-Congregate Sheltering to secure appropriate and immediate sheltering for survivors until FEMA's Direct Housing Program can be implemented.

Target Parishes and initial sheltering needs are listed below.

Parishes	Initial Sheltering Needs
Lafourche	2,000
St. John	250
St. Charles	500
Terrebonne	10,000

- GOHSEP may expand this program to additional Parishes as the need is identified.
- Temporary Sheltering Solutions can include any or a combination of the following Unit Types:

Unit Types:

- Travel Trailers (Recreational Vehicles "RVs")
- Park Model Cabins
- Container Living Units
- Other Innovative Single Family Housing Accommodations

- These solutions **must** be self-contained, and **must** have the following elements:
 - Kitchen
 - Shower
 - Toilet
 - Sleeping quarters
 - Air conditioning/Heating capabilities

Priority will be given to Recreation Vehicle (RV) that comply with the Recreation Vehicle Industry Association standards and meet California Air Resources Board standards or be certified compliant with the Toxic Substances Control Act Title VI requirements for formaldehyde emissions from composite wood products founded in RVs.

GOHSEP will give preference to contractors with the ability to execute delivery, installation and set-up of unit at selected site locations within 7 days of award.

Proposals must provide specifics about units as well as breakdown in pricing to include the following as applicable:

- Quantity
- Unit Type
- Sleeping Capacity
- Dimensions
- Amperage Requirements
- Transportation Rate (Price per Mile)
- Installation/Set Up
- Mobilization One Time Charge
- Demobilization One Time Charge
- Monthly Rental Rate, if applicable
- Purchase Price, if applicable

Supplemental and Supporting Information:

1. Contractor should attach a detailed description with pictures and diagrams for each unit type, and include a list of any amenities (TV's, Linens, Kitchenware) provided within each unit.
2. Contractors should indicate available property within the Target Parishes identified above for placement of units proposed in bid to include latitude and longitude coordinates, if applicable.

INSURANCE REQUIREMENTS:

Insurance shall be placed with insurers with an A.M. Best's rating of no less than A-: VI. This rating requirement shall be waived for Worker's Compensation coverage only.

1. Contractor's Insurance

The Contractor shall purchase and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the total contract amount.

2. Minimum Scope and Limits of Insurance

1. Workers Compensation

Workers Compensation insurance shall be in compliance with the Workers Compensation law of the State of the Contractor's headquarters. Employers Liability is included with a minimum limit of \$1,000,000 per accident/per disease/per employee. If work is to be performed over water and involves maritime exposure, applicable LHWCA, Jones Act, or other maritime law coverage shall be included. A.M. Best's insurance company rating requirement may be waived for workers compensation coverage only.

2. Commercial General Liability

Commercial General Liability insurance, including Personal and Advertising Injury Liability and Products and Completed Operations, shall have a minimum limit per occurrence of \$1,000,000 and a minimum general annual aggregate of \$2,000,000. The Insurance Services Office (ISO) Commercial General Liability occurrence coverage form CG 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. Claims-made form is unacceptable.

3. Automobile Liability

Automobile Liability Insurance shall have a minimum combined single limit per accident of \$1,000,000. ISO form number CA 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. This insurance shall include third-party bodily injury and property damage liability for owned, hired and non owned automobiles.

3. Deductibles and Self Insured Retentions

Any deductibles or self-insured retentions must be declared to and accepted by the Agency. The Contractor shall be responsible for all deductibles and self-insured retentions.

4. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

1. Commercial General Liability, Automobile Liability, and Cyber Liability Coverages

The Agency, its officers, agents, employees and volunteers shall be named as an additional insured as regards negligence by the Contractor. ISO Forms CG 20 10 (for ongoing work) AND CG 20 37 (for completed work) (current forms approved for use in Louisiana), or equivalents, are to be used when applicable. The coverage shall contain no special limitations on the scope of protection afforded to the Agency.

The Contractor's insurance shall be primary as respects the Agency, its officers, agents, employees and volunteers for any and all losses that occur under the contract. Any insurance or self-insurance maintained by the Agency shall be excess and non-contributory of the Contractor's insurance.

2. Workers Compensation and Employers Liability Coverage

To the fullest extent allowed by law, the insurer shall agree to waive all rights of subrogation against the Agency, its officers, agents, employees and volunteers for losses arising from work performed by the Contractor for the Agency.

3. All Coverages

All policies must be endorsed to require 30 days written notice of cancellation to the Agency. Ten-day written notice of cancellation is acceptable for non-payment of premium. Notifications shall comply with the standard cancellation provisions in the Contractor's policy. In addition, Contractor is required to notify Agency of policy cancellations or reductions in limits.

The acceptance of the completed work, payment, failure of the Agency to require proof of compliance, or Agency's acceptance of a non-compliant certificate of insurance shall not release the Contractor from the obligations of the insurance requirements or indemnification agreement.

The insurance companies issuing the policies shall have no recourse against the Agency for payment of premiums or for assessments under any form of the policies.

Any failure of the Contractor to comply with reporting provisions of the policy shall not affect coverage provided to the Agency, its officers, agents, employees and volunteers.

5. Acceptability of Insurers

All required insurance shall be provided by a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located. Insurance shall be placed with insurers with an A.M. Best's rating of A-:VI or higher. This rating requirement may be waived for workers compensation coverage only.

If at any time an insurer issuing any such policy does not meet the minimum A.M. Best rating, the Contractor shall obtain a policy with an insurer that meets the A.M. Best rating and shall submit another Certificate of Insurance within 30 days.

6. Verification of Coverage

Contractor shall furnish the Agency with Certificates of Insurance reflecting proof of required coverage. The Certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The Certificates are to be received and approved by the Agency before work commences and upon any contract renewal or insurance policy renewal thereafter.

The Certificate Holder shall be listed as follows:

State of Louisiana
Governor's Office of Homeland Security and Emergency Preparedness, Its Officers, Agents,
Employees and Volunteers

7667 Independence Blvd.
Baton Rouge, LA 70806
Temporary Sheltering for NCS

In addition to the Certificates, Contractor shall submit the declarations page and the cancellation provision for each insurance policy. The Agency reserves the right to request complete certified copies of all required insurance policies at any time.

Upon failure of the Contractor to furnish, deliver and maintain required insurance, the contract, at the election of the Agency, may be suspended, discontinued or terminated. Failure of the Contractor to purchase and/or maintain any required insurance shall not relieve the Contractor from any liability or indemnification under the contract.

7. Subcontractors

Contractor shall include all subcontractors as insureds under its policies OR shall be responsible for verifying and maintaining the Certificates provided by each subcontractor. Subcontractors shall be subject to all of the requirements stated herein. The Agency reserves the right to request copies of subcontractor's Certificates at any time.

8. Workers Compensation Indemnity

In the event Contractor is not required to provide or elects not to provide workers compensation coverage, the parties hereby agree that Contractor, its owners, agents and employees will have no cause of action against, and will not assert a claim against, the State of Louisiana, its departments, agencies, agents and employees as an employer, whether pursuant to the Louisiana Workers Compensation Act or otherwise, under any circumstance. The parties also hereby agree that the State of Louisiana, its departments, agencies, agents and employees shall in no circumstance be, or considered as, the employer or statutory employer of Contractor, its owners, agents and employees. The parties further agree that Contractor is a wholly independent contractor and is exclusively responsible for its employees, owners, and agents. Contractor hereby agrees to protect, defend, indemnify and hold the State of Louisiana, its departments, agencies, agents and employees harmless from any such assertion or claim that may arise from the performance of the contract.

ELECTRONIC FUNDS TRANSFER (EFT) PAYMENT

Contractor may be required to receive electronic payment of invoices through Electronic Funds Transfer (EFT). EFT payments are sent from the State's bank directly to the payee's bank each weekday. The only requirement is that you have an active checking or savings account at a financial institution that can accept Automated Clearing House (ACH) credit files and remittance information electronically. To facilitate this payment process, the Contractor will need to complete and return the EFT enrollment form which can be requested from:

DOA-OSRAP-EFT@la.gov

VENDOR ENROLLMENT:

In order to receive a purchase order, your company must be registered as a vendor with the State of Louisiana. Registration is intuitive at:

https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg in order to receive payment, a W-9 must be submitted to: DOA-OSRAP-LAGOV@la.gov.

QUOTE SUBMISSION FORM:
Temporary Sheltering Solutions for Non-Congregate Sheltering

Bidder must provide the following information to be considered for award.

COMPANY INFORMATION:

- Company Name: _____
- Company Address: _____

- Contact Name/Title: _____
- Contact Email: _____
- Contact Phone Number: _____

Quantity	Unit Type	Sleeping Capacity	Dimensions	Amperage Requirements	Transportation Rate (Price per Mile)	Installation /Set Up	Mobilization One Time Charge	Demobilization One Time Charge	Monthly Rental Rate (If applicable)	Purchase Price (If applicable)

Note: Bidder may add additional rows as needed. Bidder may copy the above chart into an Excel Workbook and submit it with the bid.

Supplemental and Supporting Information:

1. Contractor should attach a detailed description with pictures and diagrams for each unit type, and include a list of any amenities (TV's, Linens, Kitchenware) provided within each unit.
2. Contractors should indicate available property within the Target Parishes identified above for placement of units proposed in bid to include latitude and longitude coordinates, if applicable.