**South Central Louisiana Human Services Authority (SCLHSA)**

**158 Regal Row**

**Houma, LA 70360**

**SPECIFICATIONS FOR CRISIS TRANSPORTATION SERVICES**

**INSTRUCTIONS, CONDITIONS, AND REQUIREMENTS**

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**BID DELIVERY INSTRUCTIONS:**

BIDS MAY BE MAILED THROUGH THE U.S. POSTAL SERVICE, DELIVERED BY HAND OR COURIER SERVICE TO OUR LOCATION AS FOLLOWS:

SCLHSA – FISCAL DEPT

158 REGAL ROW

HOUMA, LA 70360

BIDDER IS SOLELY RESPONSIBLE FOR ENSURING THAT IT’S COURIER SERVICE MEETS DEADLINE. SCLHSA IS NOT RESPONSIBLE FOR ANY DELAYS CAUSED BY THE BIDDER'S CHOSEN MEANS OF BID DELIVERY.

FAILURE TO MEET THE BID OPENING DATE TIME SHALL RESULT IN REJECTION

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**TERMS AND CONDITIONS:**

THIS SOLICITATION CONTAINS ALL TERMS AND CONDITIONS WITH RESPECT TO THE SERVICE HERIN. BID MUST BE SUBMITTED ON STATE FORM. ANY VENDOR CONTRACTS, FORMS, TERMS OR OTHER MATERIALS SUBMITTED WITH BID MAY CAUSE BID TO BE REJECTED.

THE PURCHASE/RELEASE ORDER(S) SHALL BE THE ONLY BINDING DOCUMENT TO BE ISSUED AGAINST THIS CONTRACT. SIGNING OF VENDOR'S FORMS IS NOT ALLOWED.

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**ACCEPTANCE:**

BIDS ON THIS CONTRACT WILL BE ASSUMMED TO BE FIRM FOR ACCEPTANCE FOR MINIMUM OF 60 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE SPECIFIED CONTRACT PERIOD.

**CANCELLATION:**

THE STATE OF LA AND/OR AGENCY RESERVES THE RIGHT TO CANCEL THIS CONTRACT WITH THIRTY 30) DAYS WRITTEN NOTICE.

**CERTIFICATION OF NO SUSPENSION OR DEBARMENT:**

BY SIGNING AND SUBMITTING ANY BID FOR 25,000 OR MORE, THE BIDDER CERTIFIES THAT THEIR COMPANY, ANY SUBCONTRACTORS, OR PRINCIPALS ARE NOT SUSPENDED OR DEBARRED BY THE GENERAL SERVICES ADMINISTRATION GSA) IN ACCORDANCE WITH THE REQUIREMENTS IN OMB CIRCULAR A-133 VIA THE INTERNET AT WWW.SAM.GOV.

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**INSURANCE REQUIREMENTS:**

Contractor shall procure 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, his agents, representatives, employees or subcontractors. The contractor shall maintain limits no less than:

1. Worker’s compensation insurance: As required by Louisiana State Statue, exception; Employers Liability is included with a minimum limit of $1,000,000 per accident/per disease/per employee.
2. Commercial General Liability: shall provide limits not less than the following: $1,000,000 Combined Single Limit per Occurrence for bodily injury and property damage and a minimum general aggregate of $2,000,000.
3. Comprehensive Automobile liability: Bodily injury liability $1,000,000 each person; $1,000,000 each occurrence. Property Damage Liability $1,000,000 each occurrence.

The Agency, its officers, agents, employees and volunteers shall be named as an additional insured as regards negligence by the contractor. The coverage shall contain no special limitations on the scope of protection afforded to the Agency. Insurance shall be placed with insurers with a A.M. Best's rating of A-:VI or higher. This rating requirement may be waived for workers compensation coverage only. 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.

*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 this contract.

*INDEMNIFICATION/HOLD HARMLESS AGREEMENT:*

Contractor agrees to protect, defend, indemnify, save, and hold harmless, the State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents, servants, employees, and volunteers, from and against any and all claims, damages, expenses, and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur, or in any way grow out of, any act or omission of Contractor, its agents, servants, and employees, or any and all costs, expenses and/or attorney fees incurred by Contractor as a result of any claims, demands, suits or causes of action, except those claims, demands, suits, or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its officers, agents, servants, employees and volunteers.

Contractor agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands, suits, or causes of action at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claims, demands, suits, or causes of action are groundless, false or fraudulent.

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**RENEWAL OPTION:**

AT THE OPTION OF THE STATE OF LOUISIANA AND ACCEPTANCE BY THE

CONTRACTOR, THIS CONTRACT MAY BE EXTENDED FOR TWO ADDITIONAL TWELVE (12) MONTH PERIODS AT THE SAME PRICE, TERMS AND CONDITIONS. TOTAL CONTRACT TIME MAY NOT EXCEED THIRTY-SIX 36) MONTHS.

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**SCOPE OF SERVICES**---------------------------------------------------

Crisis Transportation

Vendor to provide transportation services for the clients at any of the SCLHSA Behavioral Health & Assessment Centers who are in crisis and need of emergency transportation to a state hospital or other medical facility. The clients in need of transportation may be elderly, physically handicapped, gravely disabled, prisoners, suicidal, withdrawal symptoms or any behavioral impaired, etc.

Upon request for services, the vendor will respond to South Central LA Human Services Authority staff with an estimated time of arrival for pick-up. Vendor’s response time will be as soon as possible but not to exceed a wait time of one (1) hour.

Transportation can be from any one of the following South Central LA Human Services Clinics:

Lafourche Behavioral Health Center 157 Twin Oaks Dr., Raceland 70394

River Parishes Assessment Center 232 Belle Terre Blvd Ste B, LaPlace 70068

River Parishes Behavioral Health Center 1809 W Airline Highway, LaPlace 70068

St. Mary Behavioral Health Center 500 Roderick St, Ste B Morgan City 70380

Terrebonne Behavioral Health Center 5599 Highway 311, Houma 70360

Possible receiving destinations include but are not limited to:

(23) St. Ann Hospital, Raceland

(71) Chabert Medical Center, Houma

(36) Teche Regional, Morgan City

(3) Thibodaux Regional, Thibodaux

(4) Fairview Treatment Center, Bayou Vista

(4) Green Briar Hospital

(2) Abbeville Behavioral Health Clinic

(5) River Oaks Hospital,

(5) Genesis Behavioral Hospital, Breaux Bridge

(1) River Parish Hospital

(8) Perimeter BH, Kenner

(2) Beacon Behavioral Hospital, Lutcher

(2) New Horizon Hospital

(2) St Charles Parish Hospital

(3) Children’s Hospital

(1) Compass Behavioral Health

(3) St. James

(3)Vermillion Behavioral Health

(1) Detention Center

(1) Red River Treatment, Pineville

(10) Dry Runs

*The number in ( ) notes the number of times a person was transported to the location in the last 24 months. This information provided to the vendor is an estimate of possible need; neither these destinations nor number of trips are a guarantee of need or restriction to destination—other destination may not be listed.*

In the event the vendor is requested to provide transportation for a minor under the age of 18, no more than two (2) parents/guardians will be permitted to accompany the minor and the transportation is to the receiving facility only. The parent(s)/guardian(s) are responsible for return transportation arrangements.

The vendor shall

* Be required to be available seven (7) days per week, 365 days, 24 hours per day.
* Be located within Region 3 area
* Provide vehicles for transportation that are **equipped** for safety and security
* Provide vehicles that are unmarked with drivers wearing civilian clothing
* Provide drivers who are licensed and familiar with transporting and providing security for emotionally disturbed individuals
* Provide copies of licenses & proof of training. Upon request, a detailed description of previous 5 years employment history of driver(s) shall be provided
* Photos of vehicle to be used
* provide drivers who will not carry weapons on their person and will use restraints only when absolutely necessary
* assume full liability for client in transport and will carry liability insurance in accordance with the insurance condition clause included in the specifications
* assume responsibility for the client until such time the proper authorities at the receiving facility accepts responsibility
* Provide a rate inclusive of all costs to be incurred by vendor, i.e. drivers’ salary and benefits, fuel, insurance, vehicle maintenance, etc.
* At a minimum, three (3) comparable references of current service being performed, preferably, at other public sector facilities.
	+ These references must be for comparable service.
	+ The references must be printed on the facilities letterhead, dated within the last twelve (12) months, and should reflect the requirements listed above and must include the following:
		- Name of person, title, and telephone number to contact.
		- Type of facility.
		- Length of period employed at facility.
		- Company recommendation / rating of contractor’s services.
		- Types of services performed by contractor at this facility.

**Term Criteria defined:**

Equipped vehicles are defined as vehicles equipped in such a manner to prevent injury or sudden exit while in motion. Fleet must have a vehicle that can provide a handicap accessible/ramp accessible upon request.

Dry Runs are when a run results in non-completion of pickup at agency’s site or delivery of client to destination.