**ATTACHMENT B**

**RFx number: \_3000024283 Contract Title: Emergency Support for Logistical Staging Area (LSA) for GOHSEP**

**Scope of Work**

**General Overview:**

The awarded contract(s) will be used in the event of a devastating large-scale disaster that affects multiple parishes, and begins to exceed the State’s capability of managing multiple locations needing equipment post-disaster. The State intends to use its existing available Contractors during smaller events, only activating the LSA during those times when the State needs additional help managing equipment in the field. Even after activating the LSA, the State intends to continue using its existing contracts for larger scale requests, while the LSA would be used to fill the gaps where smaller quantities of equipment are needed. The State reserves the right to activate all or only parts of the awarded contract(s) at any given time. (i.e. The delivery missions utilizing box trucks may be used during any event requiring commodity delivery).

1. **Contractor Availability and General Considerations**
   1. Bidders must have availability of, and experience with, a wide variety of emergency response and recovery resources including, but not limited to: generators, pumps, material handling equipment, cranes, temporary field facilities (tents and field offices), portable restrooms, portable showers and handwashing stations, equipment operators, support personnel, disaster management, and emergency operations.
   2. The Contractor must provide mid/upper management level personnel at the Governor’s Office of Homeland Security and Emergency Preparedness (GOHSEP) State Emergency Operations Center (EOC) to collaborate with State personnel and have direct contact in case of communications failure or other detrimental events occurring, where it inhibits the State’s response.
   3. The Contractor must have the ability to deliver goods and services in a timely manner to correspond with the emergency or disaster event at hand.
   4. The Contractor is responsible for performing all management, supervision, and other administrative activities necessary to ensure performance in strict compliance with the terms and conditions of the awarded contract.
   5. GOHSEP may choose to activate all or only parts of the contract, and the Contractor will be notified with a memo/request that will include which pieces the State would like to activate, and the required quantities.
2. **Logistics Staging Area (LSA)**
   1. A stockpile of equipment will be made available for distribution to the parishes with the following amounts being made available within the first 24 hours of GOHSEP activating the contract, with the rest available within the first 48-72 hours:
      1. 50% of the Level I (maximum limits) of Attachment C – Price Sheet (all tabs)
      2. 50% of the Level II (maximum limits) of Attachment C – Price Sheet (all tabs)
      3. 50% of the Level III (maximum limits) of Attachment C – Price Sheet (all tabs)
   2. This stockpile will be monitored, maintained, and tracked by the Contractor until mission end.
   3. GOHSEP will determine which level will be activated and will notify the Contractor based on the needs and scale of the event. Description of levels are as follows:
      1. Level I (Largest Response): Typical following a Category 4 or 5 Hurricane or similar scale event such as where most parishes in the State of Louisiana are affected.
      2. Level II (Mid-Tier Response): Typical following a Category 2 or 3 Hurricane or similar scale event such as where some parishes in the State of Louisiana are affected.
      3. Level III (Small Scale Response): Typical following a Category 1-3 Hurricane such as where only a smaller amount of parishes in the State of Louisiana are affected.
3. **Personnel** 
   1. Personnel will be required to be on-site within 24 hours of contract activation, and will include the following:
      1. **Manager**
         1. In charge of entire crew on-site as well as the site itself.
         2. Responsible for identifying work/rest cycle
         3. Primary contact to work with GOHSEP on fulfilling any requests in the WebEOC system. WebEOC is an internet web-based crisis management system. It is designed to help agencies and organizations maintain a common operating picture during times of activation while simultaneously delivering powerful workflows that streamline or automate routine tasks. The State uses this system to task out missions to stakeholders, and track their progress/completion. The Contractor will have access to the WebEOC system.
         4. Responsible for training the staff or ensuring they receive training.
         5. Performs a site hazard assessment daily; develops preventative safety measures, and communicates this to all staff.
         6. Conducts accident investigations and develops preventative measures based on the outcome of the investigation.
         7. Provides connectivity with the GOHSEP Logistics Team.
         8. Responsible for checking on the physical and mental health needs of individuals on the team.
         9. Responsible for gathering and reporting time entries for all employees under their supervision, and reporting that information back to GOHSEP at the end of an activation.
      2. **Team Lead**
         1. Responsible for ensuring equipment used on-site has been inspected, maintained, and is used in a safe manner.
         2. Responsible for maintaining all paperwork relating to resource accountability, and providing daily resource reports to the Manager, who will up-channel everything to the State EOC or Unified Logistics Element (ULE).
      3. **Forklift Operators**
         1. Required to be proficient, trained, and certified in operating a forklift.
         2. Operates forklifts to load and unload any equipment.
         3. Operates at the behest of the Team Lead or Manager in supporting the LSA in any other manner consistent with operating the forklift.
      4. **Labor Personnel**
         1. Required to help Team Lead or Manager with any reasonable request in relation to the LSA and loading, offloading, or managing equipment.

Must be able to operate a pickup truck, and move equipment around within the LSA.

* + - 1. Will also be tasked with operating the box trucks and hauling commodities to various destinations, after picking up commodities from a State-owned Warehouse or Regional Staging Area (RSA).
      2. May be asked to offload commodities at destinations, using a pallet jack.
    1. **Specialists**
       1. Specifically meant to help haul, install, and uninstall all equipment housed within the LSA, to include pumps, generators, shower / laundry / restroom trailers, portalets, etc. that is outlined in Attachment C – Price Sheet.
       2. Able to operate pickup truck and move equipment around within the LSA and haul, install, uninstall equipment to and from a destination in the State of Louisiana

1. **Land for LSA**
   1. The State will be responsible for providing adequate, hard-packed land capable of sustaining the equipment, trucks, cranes, etc. necessary for the mission requirements.
   2. The Contractor is required to work with the State on pre-identifying land that is adequate for the scope of operations. Concerning land pre-identification, where possible GOHSEP will work before activation to pre identify sites but due to the uncertainty of emergency events post activation may be necessary to determine where the LSA will need to be staged to be the most effective. Determinations will have to be made based around the event.
   3. The Contractor will be responsible for any significant damages (beyond reasonable wear and tear from normal use) to the infrastructure or property during the mission duration.
      1. Performing an inspection and making a record of the condition of the property prior to mission start is required of the Contractor.
2. **Generators / Pumps**
   1. The Contractor will be required to maintain the stockpile of generators and pumps as outlined in Attachment C – Price Sheet (Pumps and Generators tabs), and ensure they are in operational order through the duration of the mission.
   2. The Contractor will be responsible for tracking, hauling, installing, maintaining, and retrieving the generators/pumps throughout the mission at any site, to include the LSA, RSA, and any mission site at which the generators/pumps are located.
   3. Within the first 24 hours of generators/pumps being requested, at least 50% of the team outlined in Attachment C – Price Sheet (Personnel tab) of certified specialists (electricians, plumbers, etc.) will be requested to be on-site for the duration of the mission.
      1. The specialists (electricians, plumbers, etc.) will be responsible for the aforementioned installing, maintaining, and retrieving of the generators/pumps at the request of the Contractor and GOHSEP.
         1. Specialists must be available 24 hours a day.
         2. If the missions demands, more teams of specialists may be called in to assist after the Contractor receives written authorization from GOHSEP.
3. **WebEOC / State Mission Requests**
   1. The Contractor will be responsible for delivering, mobilizing, setting up, maintaining, demobilizing, transporting, and disposing of ALL equipment outlined in Attachment C – Price Sheet.
   2. Support personnel are required to be in place for installing/demobilizing all equipment at the same time the equipment arrives to the LSA.
   3. Commodity items delivery (MREs, water, tarps, ice, etc.) is a frequent responsibility that the Contractor will also be responsible for performing. These would be state provided items that the Contractor is required to deliver to specified locations.
      1. Using the box trucks, refrigerated box trucks, etc. that are rented as outlined in Attachment C – Price Sheet (LSA Support Pkgs tab), the Contractor will be tasked with delivering commodities and any other equipment throughout the State within 12-24 hours of receiving the request from GOHSEP.
      2. All movements/missions are to be provided in a detailed report to GOHSEP every morning by 0645 for the previous 24 hours of coverage. The report may be in either an Excel or Word document, and will be sent electronically to the GOHSEP contact person that will be provided to the Contractor. The report should include such information as: what has been dispatched, what is available for dispatch, as well as any issues that have arisen and need to be addressed or that were addressed, and how.
4. **Rented Equipment**
   1. Packages are to begin mobilization within 12 hours of order.
   2. Provide on-site deployment and installation services for each piece of equipment if mission-tasked within 24 hours.
   3. Product delivered shall be in good to excellent working condition.
   4. Equipment will be delivered "ready for use".
   5. Equipment arriving in an un-prepared condition will not be included in the invoice billing period until the Contractor can demonstrate proper “run condition” of the un-prepared equipment.
   6. Delivered equipment not meeting the contract terms or in GOHSEP’s opinion appears in a state of disrepair shall be replaced with properly working equipment at the Contractor's expense. No invoicing shall occur for equipment not meeting the contract terms or mission requirements.
   7. Reasonable wear and tear will be considered part of the rental payments to include scratches in paint, abrasion, wear and tear, and nonstructural or operational imperfections.
   8. Required safety features appropriate for the piece of equipment must be in place and in good working order.
   9. Rental price includes:
      1. Rental price
      2. All administrative, reporting and overhead costs to include routine equipment maintenance
      3. Profit
   10. Rental price list does not include the cost of:
       1. Shipping to point of delivery
5. **Additional Requirements** 
   1. Real Time Tracking: The Contractor **must** have Real Time GPS Tracking capability to identify, verify and trace each piece of equipment as it moves from order placement to destination delivery. This is significant during an emergency, in case the need to reroute, divert, or other related shipping details must be conveyed to the shipper, and/or receiver of goods and/or services.
      1. This tracking software must be made available to GOHSEP during the duration of the mission.
      2. Refusal to carry a GPS tracker by drivers of equipment or trucks can result in their termination from the contract or subcontract.
   2. 24 Hour Operations: During the event, the Contractor and all subsequent subcontracted drivers and equipment must be ready and able to move equipment and personnel at any time of the day/night.
      1. Personnel on the ground will work in cooperation with the Louisiana National Guard (LANG) and GOHSEP on identifying a crew work/rest cycle.
      2. Refusal to work in cooperation to identify a 24 hour work schedule can result in their termination from the contract or subcontract.
      3. The Contractor is required to produce to GOHSEP at the end of an event, all activity logs that are necessary to be kept, to include hours worked, rates, etc.
   3. Failure to provide all above outlined services, personnel, equipment, etc. in a timely manner as stated in each section (i.e. 12, 24, 48 hours after contract activation) may result in termination of the contract and all subcontracts associated.
   4. Failure to perform/execute all services, personnel, equipment, etc. in a manner deemed sufficient and expedient by the State may result in termination of the contract and all subcontracts associated.
6. Please provide at least three references, as well as their contact information, that are familiar with your company and your work performance in the conducting of similar-type work as stated in this Invitation to Bid. The State reserves the right to contact these references prior to the award of any contract. You may attach additional sheets if needed.

**References:**

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