**Attachment B – Scope of Work**

**Bulk Medical Oxygen Cylinders “E”**

**Louisiana Department of Health (LDH)**

**RFx # 3000024494**

**Scope of Work:**

The successful vendor(s) must be able to provide cylinders as stated in Attachment C – Price Sheet within 12 to 24 hours after receipt of order (ARO). Prices shall include transport service as well as the cost if the cylinder is brought to the vendor’s refill location. If transport is not available from the vendor, the State may provide transport to carry out the mission.

**Summary of SOW:**

* The Contractor shall ensure all (purchased, rented, and State-owned) cylinders are full and ready for shipment to the requested destination(s) within the State of Louisiana upon receipt of the order.
* The Contractor shall provide a regulation-compliant oxygen cylinder storage area for the LDH-owned oxygen cylinders.
* The Contractor shall provide a Response Readiness cache of filled oxygen cylinders during the Louisiana primary response season, June 1-November 30 annually.
* The Contractor may provide a cache of portable oxygen concentrator batteries available for exchange during the Louisiana primary response season, June 1-November 30.

**Vendor Service Area:**

The vendor shall bid on all line items for which the vendor has the capacity to meet the State’s needs.

**Vendor Availability:**

For planning considerations, the vendor should identify what resources, if any, may be dedicated to the State for cylinder transport to designated sites and fill/refill stations at a maximum of 12 hours a day, 7 days a week.

**Contractor Contact Information:**

The successful Contractor must provide a 24/7 update of any changes to the contact information.

**Vendor Fill/Refill Station Locations:**

Location(s) of oxygen fill/refill stations should be provided with the vendor’s bid response, or must be submitted within 5 business days of written request

**Required Vendor Services:**

1. All vendor purchased cylinders must be delivered full
2. All vendor rental cylinders must be delivered full
3. Rental cylinders should be:
* Aluminum when available, but steel will be accepted as an alternative.
1. For rental Oxygen E-Cylinders the vendor shall provide:
* Rental cost
* Refill and replacement cost/pricing in the event the cylinders are not recovered by the Agency
* Pick up/recovery of empty cylinders from site and return filled cylinders to site as requested; delivery to be a maximum of 3 days ARO.

**LDH Owned Oxygen Cylinder Storage:**

LDH owns a cache of E-cylinders stored for initial oxygen deployment/support of designated medical operations within Louisiana. The vendor shall provide a storage area for the LDH-owned cache. The warehouse storage space shall meet the State of Louisiana Fire Marshal/National Fire Protection Association (NFPA) regulations.

Desired delivery should begin within 24 hours after receipt of order and Freight on Board (F.O.B.) destination. If Vendor transport or distribution issues occur that cause delays, the Louisiana Department of Health (LDH) may provide an alternative transport to accomplish the mission.

**Readiness Cache:**

**Vendor Cache Reservation:**

The vendor shall provide, within the vendor’s warehouse, a reserved cache of 1,000 oxygen filled E-Cylinder cache designated specifically for LDH use during response season (June 1-November 30) annually.

The vendor shall maintain the capacity to rent or purchase an additional 2,000 cylinders by having the additional filled cylinders in inventory and available to rent or purchase if needed, for sustainment of medical operations.

LDH will pay a monthly fee as reflected in Attachment C – Price Sheet, 30 days after receipt of the vendor’s invoice.

The vendor will submit a monthly-itemized invoice for the “Readiness Cache” to reflect the response season and release the reservation December 1-May 31.

**LDH Oxygen Cylinder Storage Space:**

The vendor is to quote a monthly cost for space per square foot (SQFT) or a flat rate cost to store and maintain the LDH rental/purchase cache of up to 1,000 E-cylinders for initial deployment upon contract activation.

LDH will pay a monthly fee as reflected in Attachment C – Price Sheet, 30 days after receipt of the vendor’s invoice.

The above-referenced cylinders will be potentially utilized by LDH medical operations, such as but not limited to the State (Medical Needs Shelters and Federal Medical Stations, Hospitals, and Points of Dispensing). The Vendor will fill/refill and/or provide additional cylinders as needed upon authorization of the Louisiana State Health Officer or the Louisiana State Surgeon General.

In addition to the Questionnaire found on Attachment A – Special Terms and Conditions, bidders should also fill out the below supplemental information and should submit with the bid response, or must submit within 5 business days upon written request. Additional pages may be attached if needed.

* Location(s) of Fill/Refill Station(s):

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* Transportation Resources Available:

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* Location of the Vendor’s Warehouse for Bulk Storage of E-Cylinders:

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* Additional/Alternative Plans of Readiness/Storage Vendor May Use or Have Available:

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