

ATTACHMENT B

RFx number: 3000022572 Contract Title: Emergency Truck Driver Rental Pkgs-SW

Specifications

- 1) 24 hour response time upon receiving purchase order.
- 2) Driver is responsible for the security of the load.
- 3) Loading/unloading of commodities is primarily the Agency's responsibility if rental does not include a forklift.
- 4) Loading/unloading of forklifts on bobtails is the driver's responsibility.
- 5) All pick-up and delivery points must be located within the State of Louisiana.
- 6) Trucks may deliver emergency supplies both prior to the emergency and after the emergency.
- 7) Commodities may include, but are not limited to items such as: food, bottled water, cots, blankets, tarps, and other emergency supplies.
- 8) Contractor is responsible for all maintenance, fuel, and any other costs associated with the trucks and trailers.
- 9) Drivers shall be properly licensed to drive the specified truck for the assigned task, including potential hauling of any hazardous material.
- 10) Drivers shall be certified to operate a forklift, when applicable.
- 11) Drivers are required to operate a forklift to off-load commodities from any trucks when rental includes a truck with a forklift.
- 12) Contractor is responsible for maintaining visibility/tracking of trucks and provide updates upon request from Agency re: status/location.
- 13) Contractor will instruct drivers on their responsibilities and keep them informed of all mission requirements as communicated to them by the ordering Agency.
- 14) Contractor shall supply contact information for supervisor(s) that will be the main contact person(s) for executing this contract.
- 15) All questions from drivers to Agency must be routed through the Contractor's supervisor.
- 16) Contractor must provide a trip sheet for each driver, documenting date, time, starting point, destination(s), and mission, to be updated daily; this will be required for timely payment.
- 17) Agency will request trucks and state the estimated length of time needed, to the best of their knowledge. The solicitation requests three different rental rates: daily, weekly, or monthly. The State will be charged the lowest of the three rates applicable to that specific vehicle. Contractor must be available to respond to emergencies 24 hours per day, seven days per week.
- 18) For rentals that include only the truck and driver, or the truck/driver and trailer separately, the trailer must remain at the delivery point.

- 19) Rental Period:
 - a) If rental period involves two different time periods stated in the awarded contract (i.e. day and week), the State will be billed using a combination of the billing rates. (Example: truck rented 10 days equals one week and three days)
 - b) Any rentals for a partial day will be rounded-up for billing purposes.
- 20) At the option of the State, the Contractor shall provide a designated Deployment Site Coordinator for trucks with drivers at an hourly rate inclusive of lodging, meals, parking fees, and any other related site coordinator expenses. Site Coordinators are expected to be totally self-sufficient in terms of coordinating assignments between the lead Agency and drivers, and managing the fleet. Real-time knowledge of all drivers and trucks must be maintained at all times to provide the lead Agency status updates of their location and estimated time of arrival at destination.