**ATTACHMENT B**

**RFx number: 3000023025 Contract Title: Emergency Push Packages for Points of Distribution (PODs) for GOHSEP**

**Special Terms and Conditions**

**Scope of Work**

1. **PODs**
   1. Based upon the level of activation the following amounts of POD Push Packages (See Attachment C – Price Sheet for breakdown of included equipment) must be available **within the first 24 hours**:
      1. **Level I Activation**
         1. Type I Package: 6
         2. Type II Package: 8
         3. Type III Package: 13
         4. Type IV Package: 10
      2. **Level II Activation**
         1. Type I Package: 3
         2. Type II Package: 6
         3. Type III Package: 10
         4. Type IV Package: 8
      3. **Level III Activation**
         1. Type I Package: 2
         2. Type II Package: 4
         3. Type III Package: 10
         4. Type IV Package: 6
   2. A minimum of the following amounts of POD Push Packages (See Attachment C – Price Sheet for breakdown of included equipment) must be available to deploy **every 24 hours (daily) after the initial 24 hour activation until mission end**:
      1. **Level I Activation**
         1. Type I Package: 3
         2. Type II Package: 6
         3. Type III Package: 15
         4. Type IV Package: 10
      2. **Level II Activation**
         1. Type I Package: 2
         2. Type II Package: 3
         3. Type III Package: 6
         4. Type IV Package: 5
      3. **Level III Activation**
         1. Type I Package: 2
         2. Type II Package: 2
         3. Type III Package: 3
         4. Type IV Package: 4
   3. The Contractor will be responsible for all loading and unloading of equipment at Regional Staging Areas (RSA), Logistics Staging Areas (LSA), POD Sites, and any other operational locations (i.e. flatbed truck, forklift, dolly, inside delivery, etc.)
   4. GOHSEP will determine which level will be activated and will notify the Contractor based on the needs and scale of the event. Descriptions of levels are as follows:
      1. **Level I (Largest Response):** Typical following a Category 4 or 5 Hurricane or similar scale event 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 where some parishes in the State of Louisiana are affected.
      3. **Level III (Small Scale Response):** Typical following a Category 1-3 Hurricane where only a smaller amount of parishes in the State of Louisiana are affected.
   5. In the event the Contractor is unable to support a POD during an event with personnel, equipment, etc., the Louisiana National Guard (LANG) will be required to backup and support any requests associated with PODs including mobilization, demobilization, resupply, distribution, etc. as set out by GOHSEP.
   6. The Contractor will be required to provide personnel to manage every location that is requested in the State.
      1. Descriptions of Positions are as follows:
         1. **Manager**
            1. In charge of entire crew on site as well as the site itself
            2. Responsible for identifying work/rest cycle

Primary contact to work with LANG Inventory Control Specialists and identify what information needs to be uploaded at the end of the day to the State Emergency Operations Center (EOC) or Unified Logistics Element (ULE)

* + - * 1. Trains the staff
        2. Accomplishes a site hazard assessment daily, develops preventative safety measures, and communicates this to all staff
        3. Conducts accident investigations and develops preventative measures based on the outcome of the investigation
        4. Provides connectivity with the Logistics Team
        5. Checks on the physical and mental health needs of individuals on the team
        6. 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
      1. **Team Lead**
         1. Ensures equipment used on site has been inspected, maintained, and used in a safe manner
         2. Coordinates supply truck movement on site
         3. Conducts resupply operations including downloading commodities and resupplying the loading line
         4. Maintains accountability of all commodities received, on hand, and distributed from the site
         5. Maintains all paperwork relating to resource accountability and providing daily resource reports to the Manager who will up channel everything to the State EOC or ULE
      2. **Forklift Operators**
         1. Required to be proficient, trained, and certified in operating a forklift
         2. Will work with Team Lead and Labor Personnel to unload and stage commodities for use at the POD location
      3. **Labor Personnel**
         1. Required to work with all other personnel on unloading, staging, and distributing commodities at POD location
         2. Reports directly to Team Lead and is primarily responsible for distribution of commodities to the public via loading citizens’ vehicles
         3. Loading consists of two Meals Ready-to-Eat (MREs) and two bottles of water per person, per vehicle
         4. Also may be required to direct traffic, maintain cleanup of the site, etc. at the behest of the Team Lead or Manager
    1. These personnel will be required to work with LANG Inventory Control Specialists and upload all information pertaining to commodities distributed at the end of each operating day to the State EOC or ULE.
       1. Data needs to include specifically the amount of ice, water, MREs, or other commodities that were distributed that day.
       2. Operating hours would typically be between 0600-2000hrs with potential nighttime operations based on the level of emergency. 24-hour operations are always a possibility.

1. **POD Support Staging Area**
   1. The State will be responsible for providing adequate, hard-packed land for the mission requirements.
      1. The Contractor is strongly recommended to work with the State on pre-identifying land that is adequate for the scope of operations
      2. The Contractor will be responsible for any significant damages to the infrastructure or property during the mission duration
         1. Inspection and record of the condition of the property prior to mission start is required by the Contractor and GOHSEP
2. **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 which 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, and
      3. Profit
   10. Rental price does not include the cost of:
       1. Shipping to point of delivery
       2. Mobilizing equipment from point of use to the point of return/pick-up, and payable by GOHSEP
3. **Additional Requirements** 
   1. Real Time Tracking: The Contractor **must** have Real Time 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 tracker by drivers of equipment or trucks can result in their termination from the 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 GOHSEP on identifying a crew work/rest cycle.
      2. Refusal to work in cooperation to identify a 24-hour work schedule can result in termination from the subcontract.
   3. GOHSEP Support Personnel: The Contractor must provide mid/upper management level personnel to be stationed at the GOHSEP State 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.
   4. Considerations:
      1. Contractors must have availability of, and experience with, a wide variety of emergency response and recovery resources including, but not limited to, generators, material handling equipment, cranes, temporary field facilities (tents and field offices), portable restrooms, portable showers, equipment operators, support personnel, disaster management, and operations.
      2. Contractors must deliver goods and services in a timely manner to correspond with the emergency or disaster event at hand.
      3. Contractor is responsible for performing all management, supervision, and other administrative activities necessary to assure performance in strict compliance with the terms and conditions of this contract.
   5. 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 associated subcontracts.
   6. Failure to perform/execute all services, personnel, equipment, etc. in a manner deemed sufficient and expedient by the State may result in termination of this contracts and all associated subcontracts.
   7. 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.

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