**ATTACHMENT B**

**RFx number: 3000023026 Contract Title: Emergency Push Packages for Warehouse Support for GOHSEP**

**Special Terms and Conditions**

**Scope of Work**

1. **Regional Warehouses**
   1. State warehouses that are operated by Louisiana National Guard (LANG) during any declared emergency will need support equipment as outlined in Attachment C – Price Sheet, for each of the following locations:
      1. Pineville Training Center
      2. Camp Villere
      3. Camp Minden
      4. Roseland Warehouse
      5. Roseland Regional Staging Area (RSA)
      6. Esler Field Regional Staging Area (RSA)
      7. Variable Regional Staging Areas (RSAs)
   2. During an emergency, it is possible other locations will be acquired by the State or by the Contractor and they will need to be supported in the same capacity with equipment.
   3. All locations are required to have the necessary equipment as outlined in Attachment C – Price Sheet, on site **within 24 hours** of contract activation with GOHSEP approval.
      1. GOHSEP will determine which locations will be activated and will notify the Contractor based on the needs and scale of the event.
         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
   4. Personnel support (i.e. forklift drivers, truck drivers, etc.) will be required as LANG will not be operating the equipment.
      1. Personnel provided will include the following:
         1. Forklift Operator
            1. Required to work with Louisiana National Guard (LANG) and support them with the forklift in whatever may be required, primarily the movement, loading, and unloading of commodities on trucks or in a warehouse.
            2. Will work with LANG and other operators to identify a proper work/rest cycle to maintain 24 hour coverage.
            3. Forklift operators are required to be proficient, trained, and certified in operating a forklift.
   5. Failure to provide equipment in a timely manner may result in termination of the contract and all subcontracts associated.
2. **Rented Equipment**
   1. Packages are to begin mobilization within 12 hours of order by GOHSEP.
   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, and
      3. Profit
   10. Rental price list 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 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 subcontract.
   3. 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.
   4. 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 this contract and all associated subcontracts.
   5. 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 associated subcontracts.
   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.

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