

**Scope of Work**  
**ESF 8**  
**Receiving, Staging and Storage (RSS)/Regional Distribution Site (RDS)**

The purpose of this solicitation is to establish multiple contracts for Receiving, Staging and Storage Sites (RSS) and/or Regional Distribution Sites (RDS) in each of the State's regions in order to receive, stage, and distribute the Strategic National Stockpile shipments which include medicines, medical supplies and medical equipment from the Center for Disease Control. These drugs, medical supplies and medical equipment will supply the depleted supplies for Louisiana's affected treatment centers, special need shelters, field hospitals, and search and rescue teams responding to a disaster. A RSS site is a state designated facility where medicines, medical supplies and equipment are received to be redistributed out to the citizens through points of dispensing and treatment centers. A RDS site is a facility where shipments of medicines, medical supplies, and medical equipment are received to be distributed throughout one or more regions to points of dispensing and treatment centers and/or medical operations in response to a disaster.

Contractor to provide the State of Louisiana Warehouse and Distribution Operations in response to a declared emergency. The Contractor will provide RSS/RDS operations and support services inclusive of:

- 1) Receiving, staging, storing, distributing and mobilization/demobilization; and
- 2) Warehouse management and operation.

The Contractor shall habituate all authorized shipments with space, staff and providing for:

- 1) Receiving;
- 2) Staging;
- 3) Storing;
- 4) Distribution; and
- 5) Power Generation and Facility Lighting.

The Contractor shall provide equipment, warehouse space and staff necessary to support the RSS or RDS operations including, but not limited to:

- 1) Warehouse space;
- 2) Staff;
- 3) Pallets, pallet jacks and forklifts; and
- 4) Distribution (vehicles and drivers) throughout Louisiana.

The Louisiana Department of Health (LDH), Office of Public Health (OPH), Bureau of Community Preparedness (BCP) reserves the right to estimate operations at the time of purchase order/award and throughout the duration of the purchase order for billing purposes scaled on a daily average basis as follows:

Services Provided
Type 1 Support – Warehouse operations (Staffing and utilities)
Type 2 Support – Distribution (vehicle, fuel and drivers)
Type 3 Support – Other

## **STRATEGIC NATIONAL STOCKPILE (SNS)**

### ***Overview***

The mission of the SNS is to deliver critical medical assets to the site of a national emergency to help states and localities to save lives, prevent disease, and facilitate basic health care services following a widespread terrorist attack, a natural disaster, biological incident or an industrial accident.

The SNS contains medicines, medical supplies, equipment and vaccines. The SNS was developed under the assumption that an event has the potential to rapidly strain, if not deplete, local supplies of medical material. This is possible, even if counteragents are stockpiled locally for this contingency. U.S. Intelligence authorities project an increased likelihood of an organized assault against the nation's civilian population.

The SNS assets may consist of an initial Push Pack which arrives within twelve (12) hours of an approved request and is able to respond to a poorly defined threat or situation. Subsequent shipments contain specific items when the threat or situation is better known. The initial Push Pack fills one (1) 747 aircraft, several smaller aircraft, or four (4) 48 ft. trucks. It contains one hundred thirty (130) + air cargo containers, fifty (50) each 43" x 60.5" x 80" and eighty (80) each 43" x 60" x 64". It encompasses over 5,000 square feet (10,500 cubic feet) or fifty (50) tons of material valued at several million dollars.

### **A. GENERAL CONCEPT OF OPERATION**

Receipt, Staging and Storage (RSS) site: A receiving, staging and storing site is a state designated facility where medicines, medical supplies and equipment are received from the federal government to be redistributed out to the Louisiana citizens through points of dispensing and treatment centers.

The SNS assets will be broken down into smaller packages at the RSS site to be distributed to health care facilities. Points of Dispensing (POD) sites and/or material may be apportioned in bulk shipments for transport to the affected Regional Distribution Sites (RDS) dependent upon incident type, population involved and resources available to expedite distribution of material to the local area.

A Regional Distribution Site (RDS) is a facility where shipments of medicines, medical supplies, and medical equipment are received from the state and/or the RSS site to be distributed throughout one

(1) or more regions to points of dispensing and treatment centers and/or other medical operations in response to a disaster.

A Regional Distribution Site (RDS) may be activated in a disaster prior to an RSS site activation to distribute state medicines, medical supplies and equipment to points of dispensing and hospitals and/or other medical operations in the affected area.

The State Health Officer or designee will determine the amount of assets (based on algorithms of population density and risk exposure) to be sent to health care facilities, PODs and/or RDS based on the specific threat event. The specifications for an RDS will be similar to the RSS site.

#### **SITE LAYOUT**

The Contractor shall provide building plan for warehouse distribution operation, parking lot spacing and lighting. The Contractor shall maintain facility.

If the building plan is not provided with the bid, it must be submitted within five (5) business days of written request by OSP.

#### **BIDDER QUALIFICATIONS:**

**Vendors submitting bids are desired to have a minimum of five (5) years experience in warehouse operations.**

The bidder is to provide at least three (3) relevant State, corporate or organizational references of contractual work that is similar to the requirements set forth in this solicitation. Jobs should be within the last five (5) years. If not provided with the bid, they must be provided within five (5) business days of written request by OSP.

Each bidder should attach an organization profile of their company with their bid. If not provided with the bid, it must be submitted within five (5) business days of written request by OSP. This description is to include, but is not limited to, the following information:

- 1) the year the company was formed.
- 2) total number of years of company experience.
- 3) total number of employees employed with the company.
- 4) total number of businesses and/or comparable facilities under contract for similar services.
- 5) total number of personnel, bidder intends to utilize for all facilities in the contract.

#### **FACILITIES OVERVIEW:**

Contractor must provide a minimum of 20,000 square feet with a racking system that will hold material for an additional 30,000 square feet and/or a minimum of 50,000 square feet of open storage space. There will be approximately one hundred thirty (130) containers with a base of 43 x 61 inches plus what is requested from the Managed Inventory. These must be arranged with the 61-inch side being accessible facing a six (6) to eight (8) foot aisle. It is the desire of LDH to have one housing warehouse however if the contractor can only meet this requirement with multiple warehouses that are in close proximity, it may be considered.

- A. Hard surface floors (concrete).
  - B. Sound, secure structure.
  - C. Clean environment; rodent and insect free.
1. Tractor-trailer receiving/shipping docks; the more docks the faster the loading and unloading will go. A minimum of two (2) docks is essential. Dock height should be forty-eight (48) to fifty (50) inches high for trailer unloading.
  2. A minimum of two (2) entrance/exits onto the warehouse property and adequate parking for state employees/representatives.
  3. Driveway to docks must be able to accommodate a fifty-three (53) foot trailer with an eleven (11) foot tractor, plus a turn radius into the docks.
  4. Dock levelers or dock plates will be needed to offload the trailers.
  5. Standard dock doors to be one hundred (100) inches wide by fourteen (14) feet high (with an eight (8) foot minimum height).
  6. Adequate lighting to support nighttime operations in the warehouse and loading-dock areas. A primary and backup power-supply system should be available. The backup can be generators and flood lights. If no back-up power system is available, the facility shall allow the State to make the necessary electrical connections for a backup generator the State would provide.
  7. For security, all entrances and exits must be lockable.
  8. The storage site should be able to maintain a temperature range from 58 to 86 ° F and/or allow the State to make the necessary electrical connections to supply power for a portable HVAC system.
  9. The site must have a sprinkler system and fire extinguishers.
  10. The facility shall not be in a flood-prone area.
  11. The facility should be near a major highway access.

The facility shall be fully installed and ready for operations within six (6) hours after activation and/or receipt of purchase order. Alert and activation shall be provided by the Office of Public Health and the Bureau of Community Preparedness's Incident Commander/designee.

### **1. Code Adherence**

The contractor is responsible for adherence to applicable local state, and federal building regulations and laws. Contractor shall be responsible for acquiring all permits and approvals for construction and installation services provided, if necessary.

### **2. Safety Standards**

The RSS/RDS operations should be in compliance with local, state, and federal regulatory standards and conditions.

### **3. Badge System**

The prime Contractor should furnish an employee list identifying all employees requiring entry into the RSS site. The employee list is to be submitted to Keith Phillips, [keith.phillips@la.gov](mailto:keith.phillips@la.gov) and EOC, [DHHEOC40@la.gov](mailto:DHHEOC40@la.gov) upon activation of contract during an emergency declared by the Governor of the State of Louisiana.

### **4. Command Center** (Conference room for command post operations)

The Contractor shall provide separate administrative area for Command management. Credentialing, resource order, central security, and RSS command.

1. The site should have office space with six (6) desks with chairs and six (6) electrical outlets.
2. Equipment and supplies needed include: copiers, fax machine, folding tables, chairs and administrative office supplies.
3. The site must have at least two (2) phone lines and should have a total of six (6) phone lines with phones: three (3) voice and three (3) data.
4. The site should have a local-area-network or high-speed Internet connection (Not wireless).

The site should have a window or door with outside access within twenty (20) meters of the Operations Center. (This is for the satellite phone; the antenna for this device must face in a southeasterly skyward direction.) It also should have a break room with snack machines, bathrooms, and drinking water.

## **B. ASSET DISTRIBUTION**

At the time of arrival of the SNS, LDH OPH will refine a distribution strategy for the SNS assets specific to the event. The distribution strategy will identify what medications and equipment are to be distributed and what items will be retained at the RSS site. Per-patient dosing (three (3) day supply, five (5) day supply) will be addressed based on the extent of the event, the amount of the material received, and local conditions at the time of the arrival of the SNS. The distribution strategy will then be implemented with the cooperation of the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) and the parish Office of Homeland Security and Emergency Preparedness (OHSEP).

## **C. BULK DISTRIBUTION**

The Twelve (12) Hour Push Packages no longer contain bulk pharmaceuticals or repackaging equipment. All medications are available as unit-of-use. Subsequent shipments of antibiotics or other assets may come in bulk quantities and require repackaging. Repackaging will be completed at the RSS and will require additional personnel. The details of repackaging are completely described in the Louisiana SNS Acquisition and Distribution Plan.

## **D. CONTROLLED SUBSTANCES**

Controlled substances such as pain medication are available in the SNS in limited quantities. These limited items require special security handling and may require refrigeration. These items may be

distributed to hospitals following a chain of custody process which complies with applicable regulations. Secure locations for controlled substances within the RSS facility will be established and maintained.

Controlled substances distribution is treated separately because these items require secure transport. These medicines are only a small part of the SNS, but require increase security and separate transport.

## **E. MEDICATIONS**

Medications to be dispensed may range from a single course regime for an identified individual up to mass prophylaxis campaign for the entire population of the State. The type and quantity of medication dispensed will depend on the specific disease threat agent and the availability of medications.

## **F. POINT OF DISPENSING (POD) OPERATION**

Medications and vaccinations can prevent disease and even death if given in time. Each disease threat agent will present a different challenge. Small disease outbreaks events are routinely handled by public health and health care providers in Louisiana. Point of Dispensing (POD) sites which administer vaccine or dispense medication will be an essential component of the response to a large infectious disease outbreak or the release of a bioterrorism threat agent. A mass prophylaxis event may require providing medication or vaccine to all persons in the State within a short timeframe.

## **SCHEDULE A – Receiving, Staging and Storing/Regional Distribution Site (warehouse operations)**

### **RSS/RDS OPERATIONS**

The Contractor should provide warehouse operations. Appropriate staffing should be maintained to provide operations twenty-four (24) hours per day/seven (7) days per week until RSS/RDS operations are deactivated:

1. The Contractor shall provide the staff to unload, sort and load trucks for distribution.
2. The minimum staffing levels recommended for this operation is seventeen (17) material handlers and three (3) fork lift operators.
3. The Contractor should provide a warehouse manager to set up and supervise operations.
4. The Contractor should provide minimum of two (2) forklifts, with a minimum two (2) – three (3) ton capacity for unloading and loading operations and six (6) pallet jacks, four (4) dollies and two-hundred (200) empty pallets.

### **Refrigeration Storage Unit(s)**

1. Drugs in refrigeration storage units must be stored in accordance with the standards issued by the U.S. Department of Health and Human services; U.S. Public Health Service, Food and Drug Administration, which is a minimum of six (6) inches off the floor or on easily movable dollies or racks (four (4)-inch pallets are permissible.)
2. A minimum of two-hundred (200) cubic feet of refrigeration storage space, capable of maintaining stored food at a temperature of 41 degrees F or lower, and one-hundred

twelve (112) cubic feet of freezer storage space capable of maintaining frozen food at 0 degrees F.

3. Refrigeration and freezer storage units should each be equipped with a “min/max”, continuous graphing, or equivalent thermometer placed no further than eight (8) feet from the entrance being used. The Contractor is responsible for recording the minimum and maximum temperatures inside refrigerator, in a logbook, at a minimum of three (3) times per day at sometime between 6:00 a.m. and 11:00 p.m. The logbook shall be made accessible to Health Authorities at all times. Refrigeration and freezer storage units containing temperature indicators attached to the outside of the unit must clearly provide a temperature reading of the inside of the unit no further than eight (8) feet from the entrance.

### **Equipment Maintenance**

1. The Contractor should provide equipment fully operational which includes all fuel, oil, preventative maintenance and repair.

### **Additional Safety Equipment**

1. All equipment is required to meet current Federal, State, and local laws or regulations, the NEC, the UPC, Federal and State potable water codes, OSHA Standards, and other contractual requirements. Any steps or platforms shall have solid handrails, not chain link, in addition to other current OSHA standards for handrails and stairs (29 CFR 1910.23 – 1910.24).

## **SCHEDULE B – DISTRIBUTION SERVICES**

### **DISTRIBUTION OPERATIONS**

The Contractor should provide a minimum of fifteen (15) vehicles with drivers for distribution of supplies and equipment statewide. The RSS/RDS site will run operations twenty-four (24) hours per day, seven (7) days per week until deactivated. Appropriate staffing should be maintained to provide fifteen (15) vehicles and fifteen (15) drivers twenty-four (24) hours per day/seven (7) days per week until RSS/RDS operations are deactivated.

1. Ten (10) vehicles should be able to carry a minimum gross average weight capacity of 26000 pounds and the drivers shall have the required license to drive this type of vehicle.
2. Five (5) vehicles should be able to carry a maximum gross average weight of 10000 pounds and should be climate controlled.
3. The vehicles may have an electronic tracking system in order to track vehicle location and movement.

### **OPERATIONS PLAN**

The successful Contractor(s) may be required to offer an operations plan to include all of the following, if requested by LDH after award:

**SECTION 1 – MOBILIZATION PLAN** – The Contractor should work with LDH/OPH/BCP staff to develop a mobilization plan. This plan will list all equipment and ancillary support available for an RSS and/or RDS. If upon arrival, the RSS Site Commander and the Contractor deem any equipment or ancillary support as unnecessary (i.e. staff, forklift, etc.), it may be demobilized.

**SECTION 2 – OPERATIONS PLAN (RSS/RDS Management Plan)** – The Contractor should work with LDH/OPH/BCP staff to develop an Operations plan. The Operations plan should describe the management plan of all major components outlined in Schedules A&B to include daily reports to be submitted to the RSS/RDS Logistics Section Chief.

**RSS facility area map (Area required)** – Provide an ideal situation schematic of the lay out.

**SECTION 3 – KEY PERSONNEL STAFFING** – The Contractor(s) should provide an organizational chart of personnel that will hold key roles at the RSS/RDS site. The prime Contractor(s) should identify key positions and the personnel by name that will fill them.

**SECTION 4 – RECLAMATION PLAN** – The Contractor(s) should provide a written narrative describing their reclamation plan & pricing.

#### **ESF 8 MEDICAL OPERATIONS**

- Provide LDH Warehouse operations to support ESF 8 medical operations in all hazard response; this operation would meet similar specifications/scope of an RDS mention in above document scope. This line item should be able to set up operations within at least six (6) – twelve (12) hours after contract activation located in Baton Rouge; more time for set up may be given if situation allows.
- The purpose of this warehouse/ distribution operation is to handle the initial response to incidents and may expand up with additional resources being used at this site and/or to include expanding up to activating the line items within this ITB for a RSS and/or RDS activation in conjunction with the LDH Warehouse operation; it is all dependent on the unfolding situation of events.
- Contractor will provide at least, a virtual liaison to the LDH EOC and provide command and control of warehouse and distribution operations along with reports/documentation requested. The number of trucks/drivers and hours of operations will be situation dependent and will be clarified and agreed upon/coordinated with Contractor by the LDH EOC designee during activation. The LDH EOC designee reserves the right to add/subtract contract deliverables based on need during situation.
- Trucks will need to be at least 24' box truck with lift gate.
- Drivers are required to have CDL. The Contractor will provide HAZMAT licensed driver if requested.