

GEORGIA EMERGENCY MANAGEMENT AND HOMELAND SECURITY AGENCY

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GOVERNOR



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Application for Vulnerable Population Evacuation Transportation Contractors

The Georgia Emergency Management and Homeland Security Agency (GEMA/HS) seeks contractors to provide motor coach evacuation transportation services in the event of a disaster situation within the State of Georgia. It is expected that this contract would be activated only during a Governor's declared State of Emergency. It is expected that there will be multiple awards of this contract and contractors may be selected on any or all types (motor coach, paratransit, ambulances) of vehicles.

Parties interested in moving forward with the contract process should fill out the attached questionnaire pages and scan and email back to Lizbeth Ortiz or Greg Koller. Questions concerning the questionnaire or contract process can be directed to Lizbeth Ortiz at Lizbeth.Ortiz@gema.ga.gov or telephone 1-404-635-7228 or Greg Koller at Greg.Koller@gema.ga.gov or telephone at 1-404-635-7521 or Russell Isabelle at Russell.Isabelle@gema.ga.gov or telephone at 1-404-635-2104.

Application Contents:

- 1. Supplier General Information Worksheet (SPD-SP042)**
- 2. Georgia Tax Compliance (SPD-SP045)**
- 3. Qualifications Criteria GEMA/HS Vulnerable Population Vehicle Support**
- 4. Qualifications Criteria GEMA/HS Vulnerable Population Vehicle Support Contract, Table 1**
- 5. Exhibit A: Scope of Work and Vehicle Availability**

Supplier General Information Worksheet

Supplier General Information

THIS FORM SHOULD ONLY BE USED FOR SUPPLIERS RESPONDING TO SOLICITATIONS POSTED DIRECTLY TO THE GEORGIA PROCUREMENT REGISTRY. IT SHOULD NOT BE USED WITH ELECTRONIC BIDS SOURCED THROUGH TEAM GEORGIA MARKETPLACE™ OR ESOURCE.

This spreadsheet requests basic information concerning the Supplier and may establish other requirements the Supplier must meet to be considered eligible for award. Read each question carefully and provide all requested answers.

Question #	Description	
1	Provide Company Information:	
	Description	Response
	Company Name (Provide full legal name)	
	Address 1	
	Address 2	
	City	
	State	
	Zip Code	
	Authorized Person's Name	
	Telephone Number	
	eMail Address	
2	Reciprocal Preference Law O.C.G.A. §50-5-60(b) In which state is your company domiciled?	Supplier's Domicile (State)
	For the purposes of evaluation only, Suppliers resident in the State of Georgia will be granted the same preference over Suppliers resident in another state in the same manner, on the same basis, and to the same extent that preference is granted in awarding bids for the same goods or services by such other state to Suppliers resident therein over Suppliers resident in the State of Georgia. NOTE: For the purposes of this law, the definition of a resident Supplier is a Supplier who is domiciled in the State of Georgia.	
3	Small Business: Can your company be classified as a Small Business?	Response
	<p>A Small Business is defined as a business which is independently owned and operated. In addition, such business must have either fewer than <u>300</u> employees or less than <u>\$30 million</u> in gross receipts per year.</p> <p>Also, the State encourages all companies to sub-contract portions of any state contract to small and minority business enterprises. Suppliers interested in taking advantage of the Georgia income tax incentives provided for by the Official Code of Georgia Annotated Section 48-7-38, relative to the use of minority subcontractors in the performance of contracts awarded by the State of Georgia, should contact the Supplier Relations Administrator: Supplier Relations Administrator Department of Administrative Services 200 Piedmont Avenue, S.E. Suite 1308, West Tower Atlanta, Georgia 30334 9010 Telephone: (404) 657-6000 Fax: (404) 657-8444</p>	

4	Georgia Resident Business: Can your company be classified as a Georgia Resident Business?	Response
	<p>Georgia Resident Business means any business that regularly maintains a place from which business is physically conducted in Georgia for at least one year prior to any bid or proposal to the state or a new business that is domiciled in Georgia and which regularly maintains a place from which business is physically conducted in Georgia; provided, however, that a place from which business is conducted shall not include a post office box, a leased private mailbox, site trailer, or temporary structure.</p>	
5	Georgia Resident Small Business: Can your company be classified as a Georgia Resident Small Business?	Response
	<p>Georgia Resident Small Business means any business that satisfies both requirements:</p> <p>1) Georgia Resident Business - regularly maintains a place from which business is physically conducted in Georgia for at least one year prior to any bid or proposal to the state or a new business that is domiciled in Georgia and which regularly maintains a place from which business is physically conducted in Georgia; provided, however, that a place from which business is conducted shall not include a post office box, a leased private mailbox, site trailer, or temporary structure.</p> <p>2) Small Business - defined as a business which is independently owned and operated. In addition, such business must have either fewer than 300 employees or less than \$30 million in gross receipts per year.</p>	
6	Minority Business: Can your company be classified as a Minority Owned Business? Indicate below the percentage of company ownership/control attributable to each of the minority groups listed:	
	<p>A Minority Business enterprise means a small business concern which is at least 51% owned and controlled by one or more minorities and is authorized to do and is doing business under the laws of the State of Georgia, paying all taxes duly assessed and domiciled within this state (Official Code of Georgia Annotated §50-5-131).</p>	
	Minority Group	Percentage of Ownership
	African American	%
	Hispanic / Latino	%
	Native American	%
	Asian American	%
	Pacific Islander	%
7	Is your company a scrutinized company? Please answer either a, b, or c as described below.	Response
	<p>Any Supplier that currently and/or previously, within the last three years, has had business activities or other operations outside of the United States, must certify that it is not a "scrutinized company." A scrutinized company is a company conducting business operations in Sudan that is involved in power production activities, mineral extraction activities, oil-related activities, or the production of military equipment, but excludes a company which can demonstrate any of the following exceptions noted in O.C.G.A. Section 50-5-84. False certification hereunder may result in civil penalties, contract termination, ineligibility to bid on state contractors for three or more years, and/or any other available remedy. If the Supplier is a scrutinized company, the Supplier shall not be eligible to bid on or submit a proposal for a contract with the State Entity unless DOAS makes a determination in accordance with O.C.G.A. Section 50-5-84 that it is in the best interests of the State to permit the scrutinized company to submit a bid or proposal. Any scrutinized company desiring DOAS to make such a determination should contact both DOAS and the Issuing Officer immediately.</p> <p>Please answer either a, b or c in the response column of this worksheet to indicate your answer:</p> <p>a. I certify my company is NOT a "scrutinized company." b. I certify my company is a "scrutinized company." c. I certify I have requested and received written permission from DOAS to submit a response to this Event in accordance with O.C.G.A. Section 50-5-84.</p>	

8	Have you submitted a completed Tax Compliance form?	Response
	<p>To be eligible for contract award, the supplier must not owe taxes to the State of Georgia. Also, in accordance with Official Code of Georgia Annotated §50-5-82, the State Entity is prohibited from awarding any contract valued at more than \$100,000.00 to a nongovernmental vendor if that vendor or an affiliate of the vendor is a “dealer” failing or refusing to collect sales or use taxes on its sales delivered to Georgia. Each Supplier must submit a completed Tax Compliance Form (SPD-SP045), which has been provided as a downloadable document by accessing the link below. In the event the Supplier is being considered for contract award (and the contract is valued at more than \$100,000.00), the information provided in the Tax Compliance Form will be submitted by the State Entity to the Georgia Department of Revenue (“DOR”) for a determination as to whether the Supplier is a “prohibited source” or has other tax deficiencies. The State Entity reserves the right to submit the Supplier’s completed form to DOR for review even if the contract is valued at less than \$100,000.00. Download the Tax Compliance form using the link below and upload the completed form as part of your response:</p> <p>http://doas.ga.gov/state-purchasing/seven-stages-of-procurement/stage-3-solicitation-preparation</p> <p>Any Offeror identified as a prohibited source will be ineligible for award. Accordingly, the Offeror is strongly encouraged to check its tax status now and resolve any outstanding tax liabilities prior to submitting this response. Department of Revenue has identified the following source to allow Offerors to check current tax status:</p> <p>https://gtc.dor.ga.gov/</p>	



ATTACHMENT G - TAX COMPLIANCE

INSTRUCTIONS TO SUPPLIERS

Please complete the following information:

- Supplier's Name:
- Physical Location Address:
- Federal Identification Number (FEI):
- Have you ever been registered in the State of Georgia?
- If so, please provide the following information, if applicable:
 - State Taxpayer Identification Number (STI):
 - Sales and Use Tax Number:
 - Withholding Tax Number:
- What type of service will you perform?
- Will you sell any tangible personal property or goods?
- Supplier's Affiliate's Name:
 - FEI:
 - STI:
 - Sales and Use Tax Number:
 - Withholding Tax Number:

If there is more than one affiliate, please attach a separate sheet listing the information above.

- Person responsible for handling supplier's tax issues (such as the CFO, the company tax officer, etc.):
 - Name:
 - Telephone Number:
 - E-mail Address:

NOTICE TO SUPPLIER:

In the event the supplier is considered for contract award, the information provided in the form will be submitted by the State Entity to the Georgia Department of Revenue ("DOR") for a determination as to whether the supplier is a "prohibited source" (as defined by O.C.G.A. §50-5-82) or whether there are any other outstanding tax issues. **MISSING, INCOMPLETE, OR ERRONEOUS DATA MAY DELAY OR PROHIBIT VERIFICATION OF YOUR ELIGIBILITY FOR CONTRACT AWARD. NO PROHIBITED SOURCE MAY RECEIVE CONTRACT AWARD; THEREFORE, YOU ARE STRONGLY ENCOURAGED TO CHECK YOUR TAX STATUS NOW AND RESOLVE ANY OUTSTANDING TAX LIABILITIES AND/OR MISSING TAX RETURNS.**

DCH will submit this form via email to DOR at tsd-state-contractors@dor.ga.gov for processing in accordance with the *Georgia Procurement Manual*.

QUALIFICATION CRITERIA: GEMA/HS VULNERABLE POPULATION EVACUATION VEHICLE SUPPORT CONTRACT

SUPPLIER GENERAL INFORMATION

DESCRIPTION	RESPONSE
Company Name (Provide full legal name)	
Address 1	
Address 2	
City	
State	
Zip Code	
Authorized Person's Name	
Telephone Number	
e-Mail Address	

For items below requiring a response the supplier will put their response in one document with the item number cited that corresponds to the answer. Answers will not be scored but will be used to give GEMA/HS for a better understanding of the company and its capabilities. Applicants are to check the box “Yes” to state agreement with Qualification Statement, or “No” if the Applicant is unable to comply with the statement or requirement. If “No”, Applicant should provide attached explanation to receive further consideration.

ITEM	QUALIFICATIONS	YES	NO
1.	All drivers must be properly licensed and trained on equipment to be operated and have a record of safe driving practices.		
2.	Any vehicles proposed must arrive to a staging area within the specified notification period, ready for immediate deployment to an evacuation pick up point.		
3.	All personnel deployed for use in response to the emergency evacuation operation shall comply with all Federal and State applicable laws, rules and regulations as they apply.		
4.	All vehicles deployed for use in response to the emergency evacuation operation shall be fully operational, to include heat and air conditioning, be fully insured, safe and compliant with all Federal and State applicable laws, rules and regulations.		
5.	The Supplier agrees it is responsible for logistical support to its vehicles/drivers (fuel, supplies, meals, lodging, etc.) throughout the designated event(s).		
6.	The Supplier shall provide with their response copies of all transportation licenses, to include Federal Motor Carrier Safety Administration (FMCSA) Authority to conduct for-hire transportation of passengers, if applicable. (Attachment Required)		

QUALIFICATION CRITERIA: GEMA/HS VULNERABLE POPULATION EVACUATION VEHICLE SUPPORT CONTRACT

ITEM	QUALIFICATIONS	YES	NO
7.	All vehicles used for this contract must be properly maintained and meet all Federal and State safety requirement standards.		
	Supplier Experience & Support Capabilities		
8.	The supplier must provide its experience (nature & scope) of providing vehicles on short notice (within 12 hours) (Attachment Required)		
9.	The supplier must provide any experience it has in working with an operations center (other than its own operations) and coordinating vehicle support. (Attachment Required)		
10.	The supplier must detail how it will staff an operation period estimated to operate 24 hours a day for a 3-5 day period. (Attachment Required)		
11.	The supplier must indicate its ability to provide representation in the State Operations Center if requested.		
12.	The supplier must state that it can execute operations in an environment that Is not typical of normal operations.		
	Number of Vehicles Available on Short Notice		
13.	The supplier must complete the attached table 1 which details the number and type of vehicle(s) that it can deploy in the first 12, 24, & 48 hours after notification.		
	Manage/Communicate with Fleet During Evacuation		
14.	The supplier shall describe how they will manage their personnel and assets in responding to the emergency. (Attachment Required)		
15.	The supplier must describe their previous experience in reacting to a changing or fluid situation. (Attachment Required)		
16.	The supplier must state it has the ability to make multiple return trips into the evacuation area.		
17.	The provider must state how it will provide maintenance support transportation operations at a satisfactory level of road readiness and good repair during the evacuation. (Attachment Required)		

QUALIFICATION CRITERIA: GEMA/HS VULNERABLE POPULATION EVACUATION VEHICLE SUPPORT CONTRACT

ITEM	QUALIFICATIONS	YES	NO
18.	The provider must describe the means of which dispatched vehicle drivers communicate with suppliers dispatch operations, state staging areas and state operations center. (Attachment Required)		
19.	Suppliers must allow passengers to bring and use medical oxygen on board and have procedures for securing the oxygen cylinders during transport and any cylinder size limitations.		
	Fleet Operations (Safety Records, Vehicle Maintenance and Compliance)		
20.	Provider must list any litigation within the last 5 years for motor vehicle accidents during the performance of transport. (Attachment Required)		
	Pricing During a Disaster		
21.	The provider agrees that should FEMA or CMS publish disaster specific eligible expense rates for the event for which transportation services were provided, then the vendor shall agree to use the federal posted rates as opposed to the GEMA/HS schedule of Reimbursement Rates.		
	Hurricane Forecast Monitoring		
22.	The provider agrees to monitor the National Hurricane Center Forecast Cone from June 1 – Oct 31 each year on the NHC website https://www.nhc.noaa.gov/ . If this cone touches any Georgia coastal county at 120 hours out the provider agrees to go into a standby for activation mode and begins planning for providing support to GEMA/HS without formal notice from GEMA/HS		

TABLE 1

ESTIMATE OF MOTORCOACHES AVAILABILITY:

Recognizing that commercial buses are usually in service, the bidder estimates it can furnish the State of Georgia under the terms and conditions set forth herein the following minimum number of motor coach buses:

Vehicles Availability

Number of vehicles	Size/Capacity
	45', 55 passengers
	45', 54 passengers + 1 w/c, ADA lift equipped
	40', 47 passengers
	41', 46 passengers + 1 w/c, ADA lift equipped
	35', 36 passengers

*Passengers are allowed to bring a minimal amount (2 bags) of personal baggage onto response vehicles.

**QUALIFICATION CRITERIA: GEMA VULNERABLE POPULATION EVACUATION VEHICLE
SUPPORT CONTRACT – Exhibit A**

**Exhibit A: Scope of Work and Vehicle Availability
Emergency Standby Transportation Services**

This is an **Emergency Standby Transportation Services Scope of Work**. The Georgia Emergency Management and Homeland Security Agency (GEMA/HS) seeks contractors to provide motor coach, paratransit, and ambulance evacuation services in the event of a disaster situation within the state of Georgia. It is expected that this contract would be activated only during a Governor’s declared State of Emergency. It is expected that there will be multiple awards of this contract and contractors may be selected on any or all types (motor coach, paratransit, ambulances) of vehicles.

SCOPE OF WORK/SPECIFICATIONS:

DELIVERY/PERFORMANCE LOCATION

Background

Natural and man-made disasters have the potential to occur at any time throughout the state and may require a significant segment of the population to be evacuated from those impacted areas. This contract may involve evacuations for all possible hazards. Hazard analysis for GA indicates that hurricanes pose the greatest threat to the state and would impact a large percentage of the state’s population. Current hurricane disaster modeling indicates the potential that a substantial portion of the population in the coastal evacuation zones will need transportation to evacuate from those areas. This population may be general population, people considered to have special needs who reside in a non-institutional setting, or people residing in hospitals, nursing homes, personal care homes, assisted living and hospice facilities. Although state and local governments have plans to assist the population, there are a finite number of assets readily available to assist in the case of a major mass evacuation operation. To meet the projected numbers of evacuees, the State of Georgia will augment government assets with contractor supplied vehicle support. Additionally, state and local governments have plans to assist the population in evacuating in other than hurricane disasters, i.e., planning for mass evacuations resulting from any natural or man-caused catastrophic event. As with hurricane disaster modeling, catastrophic event planning suggests a substantial portion of the population lacks transportation and the State of Georgia will assist mass evacuations with contractor supplied vehicle support.

Mobilization, Activation, and Response Times

Contract performance requires operating in an environment that is not typical of normal operations.

Contractor is expected to monitor the National Hurricane Center Forecast Cone from June 1 – Oct 31 each year on the NHC website. If this cone touches any Georgia coastal county at 120 hours out the provider agrees to go into a standby for activation mode and begins planning for providing support to GEMA/HS prior to formal notice from GEMA/HS

Evacuation operations in a hurricane response will normally occur over a three-day period with the contractor potentially having up to twelve hours to mobilize upon notification. For other disaster evacuation responses, the timeframe may be shorter depending on the event. GEMA/HS may opt to hold vehicles in a staging area until the storm has past to assist with any immediate evacuations required for personnel that remained in the area and later require evacuation. The contractor shall commence work immediately upon receiving activation notification, and complete all work within the prescribed time. Contracts awarded under this solicitation will be activated only upon notification from the Georgia Emergency Management and Homeland Security Agency.

Mobilization could include activation of the full fleet of vehicles or partial activation of a smaller number of vehicles, depending on the nature and scope of the event.

Contractor shall be responsible for operating and maintaining the vehicles used in the performance of the resulting contract in accordance with federal, state and local laws, regulations and safety and property management requirements. This will include obtaining appropriate liability insurance coverage, a copy of which must be provided to the agency. It should be noted that due to the emergency nature of this requirement, state and local conditions may

**QUALIFICATION CRITERIA: GEMA VULNERABLE POPULATION EVACUATION VEHICLE
SUPPORT CONTRACT – Exhibit A**

be altered. The Contractor shall be responsible for providing services and support subject to any changes in situational emergency status.

Purchase Orders for services rendered will be issued upon activation however, due to the unpredictable nature of emergencies, contractors may be asked to mobilize before a purchase order can be issued. Contractor shall be prepared to mobilize on verbal authorization from an approved State employee.

Upon receipt of an activation order, (verbal or in the form of a purchase order), the contractor will provide transportation services and furnish the number of required vehicles to meet the projected demand within the time constraints given in the activation order. All vehicle resources will be considered for effective mass evacuation operations.

Emergency directions and information for control of vehicle operations, direction, and prioritization will be provided by the Georgia Emergency Management and Homeland Security Agency, State Operations Center or its authorized agent/contractor. Contractors will be required to provide specific vehicle/driver information for inclusion in Disaster Management software (WebEOC) for evacuation management purposes. Contractors may be required to input this data after training provided by GEMA/HS. Once directions have been given, the implementation of the orders is the responsibility of the Contractor.

If available, the contractor or contractor’s professional association is requested to provide a representative to augment the State Operations Center (SOC). If a representative is unavailable to be present in the SOC, a representative will be made available for contact on a 24 hour basis. The designated representative or point of contact to GEMA/HS will serve as a subject matter expert and adviser. Because emergency evacuation operations and the SOC operate on a 24 hour, seven day a week schedule, the designated representative of the contractor or professional association shall assure that adequate personnel, including backup drivers are available to maintain continuity and coverage throughout the disaster response operation. As a minimum, coordination will be made twice a day, with the representative to the SOC providing information and data necessary for daily reports and current logistical situation updates.

There will be state vehicle staging areas where the vehicle fleet will assemble as they arrive from points of origin. Vehicles should arrive at the staging area ready to be assigned a locality pick-up/drop off point and depart immediately to pick-up point where local authorities will assemble evacuees. These will be the points at which the state-provided vehicles will manifest and embark evacuees to assigned drop off point. Drop off points are intended to be within a 250 mile radius of pick-up points.

During evacuations operations contractor will assure all vehicles/drivers are equipped with cell phone, radio (such as Southern Linc. Etc.) or satellite communication capabilities that allow contact with dispatch operations, designated State Staging Area and the State Operations Center. Adequate back up communication must be supplied. In addition, it is recommended that vehicles have GPS tracking capability or other systems that provide real time tracking, such as AVLS.

Any requirements for meals and water for evacuees will be the responsibility of locality pick up point management.

All vehicles must have operational air conditioning.

It is envisioned that vehicles could make multiple return trips during the evacuation.

SPECIAL NOTE: Requirement for All Vehicles:

The Pets Evacuation and Transportation Standards Act (PETS Act) of 2006 provides that the transportation of evacuees' household pets and service animals to congregate shelters from pre-established pickup locations. The contractor will allow up to two (2) small caged/leashed/muzzled pets per evacuee aboard each motor vehicle. Pets shall not be placed in baggage, overhead storage spaces or in the aisles. Evacuees will be responsible for all pet care. The contractor will pay cleanup or sanitization costs resulting from pet transport. Definition of a household pet is a domesticated animal, such as a dog, cat, bird, rabbit, rodent, or turtle that is traditionally kept in the house for pleasure

**QUALIFICATION CRITERIA: GEMA VULNERABLE POPULATION EVACUATION VEHICLE
SUPPORT CONTRACT – Exhibit A**

rather than for commercial purposes, can travel in commercial carriers, and be housed in temporary facilities. Household pets do not include reptiles (except turtles), and animals kept for racing purposes. Service animals include any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped objects.

ESTIMATE OF MOTORCOACHES AVAILABILITY:

Recognizing that these vehicles are usually in service, the Contractor has estimated it can furnish the State of Georgia under the terms and conditions set forth herein the following minimum number of vehicles:

Vehicle Availability

Number of vehicles	Size/Capacity	ADA Equipped
	45', 55 passengers	
	45', 54 passengers + 1 w/c, ADA lift equipped	
	40', 47 passengers	
	41', 46 passengers + 1 w/c, ADA lift equipped	
	30', 35 passengers	

- Passengers are allowed to bring a minimal amount (2 bags) of personal baggage onto response vehicles.

Motor Coach Requirements:

The contractor shall have Federal Motor Carrier Safety Administration (FMCSA) authority to conduct for-hire transportation of passengers (including proof of liability and/or cargo insurance), own a motor coach or fleet, have current dispatch capability and fleet maintenance capability.

It is desirable that motor coaches be capable of transporting 45 adult passengers with on board sanitary facilities and luggage compartments. Higher capacity motor coaches (50 passengers and more) are generally preferred. Contractors with ADA compliant coaches are requested to make those coaches available for the evacuation service. Motor coach contractors will allow each passenger two small bottles of medical oxygen if needed and within the constraints of FMCSA regulations. One bottle will be for current usage and one bottle as a replacement. The motor coach companies are not responsible for providing the medical oxygen bottles. In addition, the following specific requirements will apply:

All motor coaches deployed for use in response to the emergency evacuation operation shall be roadworthy, safe, and compliant with all applicable DOT requirements and specifically, be FMCSA compliant.

Upon commencement of emergency evacuation operations, drivers shall perform walk through inspections of their motor coaches, confirm the safety and readiness of the motor coach to fleet management services, and proceed from the staging area via specified routes to the pick-up location.

All drivers must be properly licensed and trained on equipment to be operated. Drivers must be fluent in the English language.

All drivers will comply with federal duty time limitations until such time these regulations are suspended by authorizing authorities.

All motor coach passenger comfort and related equipment shall be operational upon delivery. The operator is responsible for the expense of repairing such equipment that is not operational prior to use for evacuation missions. The contractor will assure drivers are provided with adequate fuel, food and rest accommodations.