



How to Use the Emergency Standby Services Contracts

These contracts are established in order to permit the State, local governments, school districts and others authorized by law to respond immediately and effectively with needed response and recovery services in the event that an emergency is declared by **any political subdivision** or the Governor of the State of New York in accordance with the laws of the State of New York (hereafter "declared emergency"). The Office of General Services, acting pursuant to its authority under New York State Finance Law § 163 (3) and (4), has determined a need for certain products and services to be immediately available in the event of a declared emergency and hereby establishes these pre-need, pre-event contracts in order to insure those products and services are readily available to assist in a variety of emergency/disaster related services. The Office of General Services has determined it more efficient to establish these contracts based on another governmental entity's contract in accordance with the criteria established by New York State Finance Law § 163 (10) (e).

The contractors are:

- Ashbritt, Inc. - Contract #PS68517;
- Hagerty Consulting Inc. – Contract #PS68518;
- The Olson Group - Contract #PS68519;
- Phillips and Jordan, Inc. – Contract #PS68520; and
- Tetra Tech, Inc. – Contract #PS68521.

Services Available Under Emergency Standby Services Contracts:

Emergency Management & Homeland Security Services are inclusive of but not limited to:

A: RESOURCE DISTRIBUTION: the procurement and delivery of pre-packaged ice, bottled water, and meals-ready-to-eat to support emergency and/or disaster recovery and mitigation efforts in the event of a Presidential and/or Gubernatorial declared emergency/disaster or for other requirements as deemed necessary by the Office.

B: FEDERAL PROGRAM EMERGENCY/DISASTER ASSISTANCE:

a) Pre-declaration: 1) educating potential applicants on the federal public assistance program; 2) preparing and training potential applicants to conduct preliminary damage assessments; 3) performing preliminary damage assessments with applicants and the Federal Emergency Management Agency ("FEMA").

b) Post declaration: 1) participate in applicant briefings and inspection of damaged sites; 2) provide eligibility guidance, and insurance oversight services; 3) assist in preparing scope of work and cost estimates for projects; 4) assist applicants in preparing submissions to FEMA; 5) advise applicants on hazard mitigation opportunities; and (6) assist applicants in reporting and closeout activities.

C: DEBRIS MANAGEMENT SERVICES: debris removal from primary transportation routes and public and private property, including hazardous tree stumps. Establish and maintain temporary debris staging and reduction sites, if deemed necessary. Abate hazardous waste. Provide for debris disposal consistent with all applicable law.

Usage of the Emergency Standby Services Contracts:

An Authorized User of the Emergency Standby Services Contracts is strongly encouraged to obtain quotes from all contractors to ensure the best possible pricing prior to issuing a purchase order.

Depending on the service, one contractor may be able to provide more favorable pricing. Additionally, the contract pricing is “Not to Exceed” and the volume or timing of the purchase may entitle an Authorized User to additional discounts. An Authorized User may obtain a price quote by directly contacting the Contractor.

An Authorized User that anticipates purchasing services from these Emergency Standby Services Contracts in response to an emergency/disaster situation should contact the Contractors directly to schedule an introductory meeting where they can discuss a variety of pre-event activities. Contractor contact information can be found in the Contractor Information and Price Guide document located at:

<http://www.ogs.ny.gov/purchase/snt/awardnotes/7200623160ContractorInfo.pdf>

Meeting with the Contractors prior to activation substantially improves response operations and establishes a relationship that will need to be developed and maintained. Authorized Users should remember, in an emergency with multijurisdictional impact, everyone will be clamoring for the same supplies and services. The more an Authorized User demonstrates an understanding that the relationship is important, and is able to detail their needs to the contractor, the more likely the Contractor will see the Authorized User as a partner and teammate.