

**REQUEST FOR INFORMATION (RFI)**

**Issued by Public Health Solutions (PHS)**

**on behalf of**

**New York City (NYC) Department of Health and Mental Hygiene (DOHMH)  
Office of Emergency Preparedness and Response (OEPR)  
Bureau of Emergency Field Operations (BEFO)**

**Warehouse and Distribution Services**

**Revision #1 Issue Date: November 15, 2018\***

**Responses Due: November 26, 2018, 12:00PM ET**

RFI Contact: Paulo Sazon, Public Health Solutions  
Email: [psazon@healthsolutions.org](mailto:psazon@healthsolutions.org)

\*Revisions to the RFI issued on October 29, 2018 are in red font.

## **Section 1. Purpose**

Public Health Solutions (PHS), on behalf of the New York City (NYC) Department of Health and Mental Hygiene (DOHMH), seeks information from warehouse and distribution organizations/sites about their ability to meet the General Requirements described in Section 5.

## **Section 2. Background**

DOHMH has the responsibility of protecting the lives and health of New York City residents. This responsibility includes responding to public health emergencies, large and small, resulting from disease outbreaks, manmade causes (chemical, biological, radiological, nuclear, and explosive attacks) and/or natural disasters (coastal storms). These types of emergencies could necessitate the rapid delivery of pharmaceuticals, medical supplies and/or other field supplies/equipment to emergency operation sites.

DOHMH currently maintains a stockpile of emergency supplies and equipment “DOHMH Assets”, in a fully licensed, climate controlled warehouse with complete storage and distribution capabilities. This local warehouse and distribution site stores and manages DOHMH’s Assets, including but not limited to pharmaceuticals (antibiotics, antivirals, etc.), medical/administrative supplies and communication equipment (radios, tablets, laptops). Current capabilities include receiving, storing and staging DOHMH Assets, ensuring appropriate storage conditions for these assets, ability to repackage or kit supplies, and maintenance of items which require active upkeep (updates to tablets or radio charging). Additional capabilities include having sufficient transportation resources to distribute DOHMH Assets for both day-to-day and in emergency response operations.

## **Section 3. Notice**

This RFI is issued solely for information and consideration purposes and does not constitute a Request for Proposals (RFP) or a promise by to issue an RFP in the future. Responses will not be considered as proposals. Public Health Solutions reserves the right to change, postpone or cancel this solicitation, in whole or in part. This RFI may be unilaterally amended in writing at any time.

## **Section 4. Instructions for Responding**

Email the completed Questionnaire to Paulo Sazon at [psazon@healthsolutions.org](mailto:psazon@healthsolutions.org).

Responses are due on **November 26, 2018 by 12:00PM ET**.

The Authorized Contact Person for all matters concerning this RFI is Paulo Sazon. Organizations may not contact other Public Health Solutions personnel or the New York City Department of Health and Mental Hygiene regarding this RFI.

## Section 5. General Requirements

Category	Description	Notes
Storage Space	Basic (Racking)	Approximately 10,000 sq. ft. of available pallet positions.
	Floor	Approximately 6000 sq. ft. of floor space to accommodate stacked rolling containers, Mobile Tents, Generators, HVACs, and other accessories that cannot be racked.  This equipment can be stored on the ground floor within configured bays but cannot be racked. Height of the bay must be at least 92 inches for rolling containers.
	Ambient (Temperature Controlled Area-“TCA”)	Approximately 7000 sq. ft. of a TCA (68-77 Fahrenheit with allowances for temporary fluctuations outside this range) for storage of Pharmaceuticals and Communication Equipment.  Ability for installation of dedicated power lines to this area and availability of individual receptacles for charging various types of electrical equipment (Laptops, Radios, and Tablets). <b>DOHMH may be able to assist with installation costs, but this is not guaranteed.</b>
	Cold	Refrigeration and freezer capability on site or contracted through a 3 <sup>rd</sup> party.  Power circuits for cold storage must be on backup generator.
Receiving/Storing/ Staging/	Adequate floor space for large scale distribution	Approximately 15,000 sq. ft. of floor space for the receiving of emergency material (inbound) and staging/shipping (outbound). The physical flow is a rapid “rolling cross docking” model with product not sitting for more than 4-12 hours. Total pallet count will exceed 300+ in initial hours of receipt. Aisles can be used for temporary storage but large floor space is needed for receipt, and immediate pick, pack and ship.
Receiving /Docking (Doors)	Minimum 4 docks for receipt	Driveway to docks must accommodate multiple 53-foot trailers and 11-foot tractor with turning radius $\geq 95$ feet. Loading docks are 48” to 52” high. Door height $\geq 8$ feet and door width $\geq 8.5$ feet.
Shipping/ Docking (Doors)	Minimum 4 docks for shipping (separate from receiving)	Driveway to docks must accommodate multiple 53-foot trailers and 11-foot tractor with turning radius $\geq 95$ feet. Loading docks are 48” to 52” high. Door height $\geq 8$ feet and door width $\geq 8.5$ feet
Network	Dedicated T1 Line, Virtual Private Network (VPN), and WIFI capability	Ability to separate from organization’s day-to-day business. Networking will be completed by DOHMH Information Technology (IT) group but on site organization provided staff will be needed for IT

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		interface. Set up /installation (software and hardware), training, and ongoing expenses will be paid by DOHMH.
Warehouse Management System (“WMS”)	Dedicated inventory management system	Ability for staff to use a DOHMH dedicated web based WMS to manage DOHMH inventory. This system is separate from the organization’s day-to-day inventory system and is only used when “touching” DOHMH inventory. Set up /installation (software and hardware), training, and ongoing expenses will be paid by DOHMH.
Generator	Backup generator on site (provide by facility)	Generator must power essential areas of the building (TCA, workspace, etc.). Must have testing/maintenance protocols in place.
Office/Work Space	Min of 300 sq. ft. of space for three (3) DOHMH PCs, eighteen (18) RF units, four (4) printers	Two (2) Personal Computers (“PC’s) are for DOHMH staff and one (1) PC is designated for an onsite “organization provided” staff member responsible for DOHMH activities. <b>The “organization provided” staff member will be your dedicated staff point-of-contact through whom all DOHMH requests (e.g., inbound orders, moves, outbound orders, cycle counts, ad-hoc labor projects, etc.) would be funneled.</b>  <b>Expenses related to staff hours per project will be covered by DOHMH.</b>

Current Good Manufacturing Practices (“cGMP”) or Current Good Distribution Practices (“cGDP”) Compliance	Documentation Control	Certified cGMP or cGDP practices, encompassing Standard Operating Procedures, Protocols, Systems and/or Compliance Manuals that cover various operational aspects. This list is not comprehensive but is used to illustrate samples and the type of requirements necessary for compliance.
	Facility Design/Sanitation	
	Pest Control	
	Vendor Management	
	TCA Equipment/Software Validation (Data Loggers, Redundant PCs, Alarm Notifications)	
	Equipment Preventative Maintenance (including Generator)	
	Security /Alarm System	
	Training Management System	
	Secure/Controlled Access to Facility including TCA (e.g., Steel Door)	
Regulatory Compliance	Drug and Medical Device Certification	Maintenance of a “Wholesaler/Drug and Medical Device Certification” with state and local authorities.  <b>If you have other certifications that you think are relevant, you may list them in response to Question 6 in the Questionnaire.</b>

**Revision #1 Questionnaire November 15, 2018\***

**Request for Information**

**Warehouse and Distribution Services**

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Organization Name: \_\_\_\_\_

Organization HQ Address: \_\_\_\_\_

Organization's Warehouse/Distribution Site Address (if different than above): \_\_\_\_\_

Organization's Point of Contact: \_\_\_\_\_

Organization's POC Email/Phone: \_\_\_\_\_

**Instructions:**

If you answer "Yes" or "Not at this time" to Question 1, please complete fully the entire Questionnaire (Questions 1 through 6).

If you answer "No" to Question 1, you do not need to complete the rest of the Questionnaire, but it would be appreciated if you return your response.

Email your response to [psazon@healthsolutions.org](mailto:psazon@healthsolutions.org) by **November 26, 2018, 12:00PM ET**.

1. Can your organization currently satisfy **all** of the General Requirements in Section 5?

- ☐ Yes
- ☐ No
- ☐ Not at this time, but your organization would be willing to make changes to satisfy **all** requirements by July 1, 2019. List the requirements that you cannot currently satisfy and what changes you would need to make.

2. Is your warehouse/distribution site within 20 miles of any one of the five Boroughs of New York City?

- ☐ **Located within one of the five Boroughs of New York City**
- ☐ Yes, How many miles to the closest entry point, and what is that entry point?
- ☐ No, How many miles to the closest entry point, and what is that entry point?

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Do you need to use a bridge, tunnel, and/or toll road to enter the closest entry point to any one of the five Boroughs from your warehouse/distributions site? If yes, which one(s)?

3. Day to day, what is your organization's current transportation capability?  
Number and type of vehicles owned?  
Number and type of vehicles subcontracted. **Provide your total number of subcontractors (subcontractor names not required).**
4. In an emergency, can your organization assemble up to 78, 12 pallet trucks, **owned and/or subcontracted**, with lift gates to your Warehouse and/or other locations within seven (7) hours of an initial request even during off-hours, weekends, and holidays? Max height is 13 and Max width is 8".
  - ☐ Yes
  - ☐ No
  - ☐ Not at this time, but your organization would be willing to make changes to meet this criterion by July 1, 2019?
5. List your days/hours of operation and provide your current organizational staffing structure, including titles/roles and number of staff in each position. If necessary, can you make the warehouse and staff available to DOHMH for emergency response within ninety (90) minutes of notification from DOHMH even if the warehouse is closed at the time of notification?
6. Do you have any additional information about your organization capabilities that you want to provide?