REQUEST FOR PROPOSALS

The County of Chesterfield will accept proposals for Countywide Emergency Medical and Ambulance Services ("EMS") based on the requirements set forth in this Request for Proposals ("RFP").

Proposals will be received at the Office of the County Administrator, 200 West Main Street, Chesterfield, South Carolina, 29709, until 12:00 noon local time, as indicated by personal timepiece of the County Administrator, on Friday, November 19, 2015. The proposal ID as shown on the proposal must be clearly visible on the proposal submitted. Please contact Mr. Harold Hainey, County Emergency Services Director, at 843-623-3362 or Mrs. Denise Douglass, County Administrator, at 843-623-2535, if you have any additional questions regarding the requirements set forth herein.

PURPOSE

The purpose of this RFP is to establish an EMS provider ("Contractor") with field level paramedic care on each primary ambulance for the transportation of persons requiring such services. The County is requesting five twenty-four hour staffed ambulances at an Advanced Life Support (ALS) level of service.

GENERAL REQUIREMENTS

The Contractor shall provide full and complete operations, maintenance and management services to efficiently and effectively provide the emergency medical and ambulance services within the County on a twenty-four hour per day, seven days per week basis. The Contractor is responsible for providing 100% coverage. The Contractor shall be first responder and will cooperate with rescue squads as best suits patients’ needs, coordinated by the County Emergency Services Director.

The Contractor will use reasonable efforts to coordinate and integrate services with the various volunteer agencies that assist in providing ambulance and first response services in the County. The Contractor will, in a timely manner notify the area specific rescue squad and the appropriate dispatching agency anytime the Contractor’s ambulance is not available for service in an assigned service area.

The Contractor will acknowledge and agree that nothing will prohibit volunteer providers of EMS in the county from taking part in the In-services training provided by Contractor and the Contractor agrees to provide medical training (within reason) at no cost to those who wish to participate.

The Contractor will provide training when available to groups, churches, county employees, First Steps, etc. at little or no cost to those who wish for such training. In return, all county EMS providers will continue to provide standby or backup services for their coverage areas.

The Contractor shall furnish and supervise all necessary personnel, facilities and equipment for the conduct of such services.

The service area will include Cheraw, Chesterfield, Pageland, Jefferson and Middendorf areas. The Contractor will work with all current volunteer providers of EMS in the coverage area to ensure EMS coverage on 100% of all
bona fide “9-1-1” calls received by the County without regard to gender, race, religion, age, nationality or ability to pay. The Contractor shall coordinate and cooperate with volunteer providers in order to maintain this coverage.

The Contractor shall regularly maintain ambulances, accessory equipment and medical supplies so as to keep such items in good working order at all times.

The Contractor shall maintain such coverage, within the national average response time, 100% of the time; even if doing so requires that the Contractor must provide additional staffed ambulances from out-of-county sources, at no cost to the County.

The Contractor shall appoint a local associate medical director. The associate medical director shall be agreed upon by Contractor and County Emergency Services Director. The associate medical director will be paid by the Contractor.

The Contractor may choose to include pricing to provide Emergency Medical Dispatching to the citizens of Chesterfield County. This is an optional service in addition to EMS services.

The Contractor’s EMS personnel will aid and assist Chesterfield County Emergency Preparedness on a reasonable basis, subject to the availability of Contractor’s resources. This to include drills, training in specific areas (CPR, radiological etc.), preparatory planning (drills, weather etc.) and actual events, manmade or natural. In times of a presidentially declared disaster, the County will coordinate the resources the County has contracted to provide. Following the disaster, the Contractor’s officials will meet with Chesterfield County Emergency Preparedness representatives and report all related and eligible costs to the County.

The Contractor shall procure and maintain in force during the term of this agreement, at its own cost, in such form(s) and with such insurer(s) as reasonably acceptable to the County, the following coverage:

(a) Worker’s compensation insurance as required by the State of South Carolina.

(b) Automobile liability insurance with at least one million dollars ($1,000,000) combined single limits for bodily injury and property damage of at least one million dollars ($1,000,000) for any occurrence, with respect to each of the Contractor’s owned, hired or non-owned vehicles assigned to or used in performance of the EMS. Contractor shall provide coverage for the non-owned automobiles belonging to employees used in performance of the services.

(c) Professional Errors and Omissions (medical malpractice) liability insurance with at least one million dollars ($1,000,000) per occurrence or per claim.

(d) Excess umbrella liability insurance in the amount of at least five million dollars ($5,000,000) in excess of the primary policies as set forth in subsections (1), (2) and (3).

The Contractor shall provide a Certificate of Insurance as evidence that the policies providing the required coverage, conditions, minimum limits, and the naming of the County as an additional insured are in full force and effect. This Certificate shall identify this agreement and shall provide that the coverage afforded under the policies shall not be cancelled, terminated, or materially changed until at least thirty (30) days written notice has been given to the “County”.

The Contractor agrees to remain in substantial compliance with all laws of the United States; the State of South Carolina, and (if different), the State the Contractor is located in; including, but not limited to, the rules and regulations promulgated by the SC Department of Health and Environmental Resources, SC Medical Board and any others deemed necessary; and ordinances and regulations of County existing including, but not limited to, the requirements of County Ordinance No. 09-10-17 regulating ambulance services and providing the standards for granting franchises for ambulance services in the County. A copy of Ordinance No. 09-10-17 and an Ambulance
Service Franchise Application are attached hereto as Exhibit A and incorporated herein as a part of this RFP. If the Respondent is not currently the holder of a valid franchise pursuant to Ordinance No. 09-10-17, the Respondent’s proposal shall also include any and all necessary information specifically required by said Ordinance to apply for a franchise, including a completed Franchise Application. At a reasonable time (during business hours), the County shall have the right to audit all records of the Contractor applicable to Contractor/Chesterfield EMS necessary to ensure substantial compliance with all such laws.

The term of this agreement shall be (3) years, commencing on or before July 1, 2016 and ending June 30, 2019 and anniversaries thereof being referred to as the “renewal date”. Thereafter, this agreement shall be automatically renewed for successive additional terms of three (3) years each, unless either party shall give written notice of termination to the other at least one hundred eighty (180) days prior to the next renewal date.

The Contractor shall provide a contract for review and approval by Chesterfield County Council.

NOTE: Neither the State of South Carolina nor its governmental subdivisions, including Chesterfield County, have authority to enter into indemnification or “hold harmless” agreements. Further, the addition of language such as “to the extent permitted by law” does not and cannot validate an indemnification or “hold harmless” agreement. Such agreements are without legal authority as to the State of South Carolina and its governmental subdivisions, including Chesterfield County. Inclusion of any such language in documents submitted in response to the RFP shall be considered null and void, and may be grounds for rejection of proposals.

SCHEDULE OF AWARD of CONTRACT

The County reserves the right to select a Contractor who, in the County’s sole opinion, provides the most advantageous solution for the County and whose response to this RFP best demonstrates adherence to and ability to meet the above minimum requirements which shall be the evaluation factors in determining the award.

The County reserves the right to interview all or any of the responding vendors to this RFP.

Respondents who submit proposals shall be responsible for all costs related to the preparation of such proposals.

The County anticipates that it will award the contract to the vendor selected in a reasonably timely manner.

All respondents shall be notified in writing of the selection decision.

SUBMISSION PROCEDURES AND REQUIREMENTS

Respondents shall submit an original of their proposal. All proposals must be valid for sixty (60) days after the proposal date. Confidential information which Respondents consider to be exempt from disclosure pursuant to the South Carolina Freedom of Information Act (FOIA) or other applicable law, should be marked as proprietary. The County reserves the right to determine which information is and is not proprietary (NOTE: Pricing, costs and the like are generally not considered proprietary information under FOIA and, therefore, disclosure may be required if requested by a third party.)

A. The proposal submission must be received no later than **12:00 Noon, Friday, November 19, 2015.** Any proposal received after the date and time stipulated will be rejected and returned unopened.

B. The proposal submission must be clearly marked as **County Ambulance Service Proposal** and must be delivered to the address below in sufficient time to ensure receipt by the County’s representative on or before the time and date specified above:
Respondent assumes full responsibility for the timely delivery of the package to the County’s representative.

C. For good and sufficient reason, Chesterfield County may extend the date and/or time of the proposal deadline.

END OF SECTION

Contacts: Denise R. Douglass, County Administrator
(843) 623 – 2535 Office

Harold Hainey, County Emergency Services Director
(843) 623-3362 Office
ccemdhailey@shtc.net

Michelle Stanley, Finance Director
(843) 623-2535 Office
mstanley@shtc.net
PROPOSAL FORM

Proposal Submitted to: Chesterfield County, South Carolina

Project Name: County Ambulance Service Proposal

Respondent:________________________________________________________

Address:__________________________________________________________

Phone and Fax Number:____________________________________________

E-Mail Address:___________________Federal Employer Identification No.:_____

BASE Price for (5) 24-hour staffed ambulances:

Total Base Price $_____________________________________________________  
(Total Base Price in Words) ____________________________________________

BASE Price to provide Emergency Medical Dispatch(optional):

Total Base Price $_____________________________________________________  
(Total Base Price in Words) ____________________________________________

The Respondent hereby certifies that Proposal as submitted herein will remain valid for a period of not less than sixty (60) days from due date of this Proposal submission.

The Respondent also understands the County assumes no responsibility or obligation to the Respondent, and will make no payment for any costs associated with the preparation or submission of this Proposal.

Non-Collusion Statement: The undersigned states the company has not, either directly or indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive pricing in connection with the Proposal. No person(s) associated with the company is any employee of the County. No existing agreements with the County create a Conflict of Interest in the submission of the Proposal.

The undersigned hereby certifies and guarantees by signature that he/she is legally authorized to make such declarations and responses on behalf of the Respondent as listed below.

Respectfully submitted:

Respondent: ________________________________

By:________________________________________________________________

(Signature)

Name: ________________________________

Title: ________________________________ Corporate Seal (if applicable)

Typed)

Attest: ________________________________

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