

INVITATION TO SUBMIT
PROPOSAL

REQUEST FOR PROPOSAL NO. 15-0112-1

EMERGENCY MEDICAL SERVICE PROVIDER (ZONES 3 AND 4)

FOR CHATHAM COUNTY, GEORGIA

MANDATORY PRE-PROPOSAL CONFERENCE: NOVEMBER 12, 2015 at 2:00 PM
2nd Floor Conference Room "Old" Courthouse, 124 Bull Street, Savannah, GA

PROPOSAL RECEIPT DUE BY: DECEMBER 3, 2015 at 5:00 P.M.,

THE COMMISSIONERS OF CHATHAM COUNTY, GEORGIA

ALBERT J. SCOTT, CHAIRMAN

COMMISSIONER HELEN L. STONE

COMMISSIONER JAMES J. HOLMES

COMMISSIONER TONY CENTER

COMMISSIONER PATRICK K. FARRELL

COMMISSIONER YUSUF K. SHABAZZ

COMMISSIONER LORI L. BRADY

COMMISSIONER DEAN KICKLIGHTER

COMMISSIONER PRISCILLA D. THOMAS

R. JONATHAN HART, COUNTY ATTORNEY

CHATHAM COUNTY, GEORGIA

**CHATHAM COUNTY, GEORGIA
DOCUMENT CHECK LIST**

The following documents, when marked, are contained in and made a part of this Package or are required to be submitted with the proposal. It is the responsibility of the Proposer to read, complete and sign, where indicated, and return these documents with his/her Proposal. FAILURE TO DO SO MAY BE CAUSE FOR DISQUALIFYING THE PROPOSAL.

GENERAL INFORMATION

PROPOSAL

PROPOSAL SCHEDULE

LEGAL NOTICE

ATTACHMENTS: A. DRUG FREE WORKPLACE; B. NONDISCRIMINATION STATEMENT; C. DISCLOSURE OF RESPONSIBILITY STATEMENT; D. CONTRACTOR AFFIDAVIT/AGREEMENT; E. SAVE FORM; F. DEBARMENT FORM; G. M/WBE PARTICIPATION FORM; H. LOBBYING AFFIDAVIT

COUNTY TAX CERTIFICATE REQUIREMENT: Contractor must supply a copy of their Tax Certificate as proof of payment of the occupational tax where their office is located.

CURRENT TAX CERTIFICATE NUMBER

CITY _____

COUNTY _____

OTHER _____

RECEIPT IS HEREBY ACKNOWLEDGED OF ADDENDA NUMBERS _____

The undersigned bidder certifies that he/she has received the above listed and marked documents and acknowledges that his/her failure to return each, completed and signed as required, may be cause for disqualifying his/her proposal.

BY: _____
SIGNATURE:

DATE:

Chatham County has established goals to increase participation of minority and woman owned businesses. In order to accurately document participation, businesses submitting bids or proposals are strongly encouraged to report ownership status. A minority or woman owned business is defined as a business with 51% or greater minority of woman ownership. Please check ownership status as applicable:

African-American _____

Asian American _____

Hispanic _____

Native American or Alaskan Indian _____

Woman _____

For additional information concerning Chatham County's M/WBE Program, please contact Connell Hayward, at (912) 652-7860.

**CHATHAM COUNTY, GEORGIA
OFFICE OF THE PURCHASING AND CONTRACTING
POST OFFICE BOX 15180
SAVANNAH, GEORGIA 31416
(912) 790-1626**

DATE: October 26, 2015

RFP NO. 15-0112-1

GENERAL INFORMATION FOR REQUEST FOR PROPOSAL

This is an invitation to submit a proposal to supply Chatham County with the professional services as indicated herein. Sealed proposals will be received at the Office of the Purchasing Director, **1117 EISENHOWER DRIVE, SUITE C, SAVANNAH, GEORGIA 31406** up to **5:00 P.M. DECEMBER 3, 2015**. The Purchasing Director reserves the right to reject any and all proposals and to waive formalities.

Instructions for preparation and submission of a proposal are contained in the Request for Proposal package. Please note that specific forms for submission of a proposal are required. Proposals must be typed or printed in ink. If you do not submit a proposal, return the signed invitation sheet and state the reason; otherwise, your name may be removed from our bidders list.

A "MANDATORY" PRE-PROPOSAL CONFERENCE has been scheduled for **2:00 P.M., NOVEMBER 12, 2015**, and will be conducted in the **2nd Floor Conference Room "Old" Courthouse, 124 Bull Street, Savannah, GA**, to discuss the specifications and resolve any questions and/or misunderstanding that may arise. Firms are required to attend. Proposals will not be accepted from any firm that is not represented at the "Mandatory" Pre-Proposal Conference.

Any changes to the conditions and specifications must be in the form of a written addendum to be valid; therefore, the Purchasing Director will issue a written addendum to document approved changes. Generally when addenda are required, the bid opening date may be changed.

Chatham County has an equal opportunity procurement policy. Chatham County seeks to ensure that all segments of the business community have access to providing services needed by County programs. The County affirmatively works to encourage utilization of disadvantaged and minority business enterprises in our procurement activities. The County provides equal opportunity for all businesses and does not discriminate against any persons or businesses regardless of race, color, religion, age, sex, national origin or handicap. The County expects its contractors to make maximum feasible use of minority businesses and qualified minority employees. The terms "disadvantaged business", "minority business enterprise", and "minority person" are more specifically defined and explained in the Chatham County Purchasing Ordinance and Procedures Manual, Article VII - Disadvantaged Business Enterprises Program.

**SECTION I
INSTRUCTIONS TO PROPOSERS**

- 1.1 PURPOSE:** The purpose of this document is to provide general and specific information for use in submitting a proposal to supply Chatham County with services as described herein. All proposals are governed by the Code of Chatham County, Chapter 4, Article IV, and the laws of the State of Georgia.
- 1.2 HOW TO PREPARE PROPOSALS:** All proposals shall be typewritten or completed with pen and ink, signed by the business owner or authorized representative, with all erasures or corrections initialed and dated by the official signing the proposal. ALL SIGNATURE SPACES MUST BE SIGNED.

Proposers are encouraged to review carefully all provisions and attachments of this document prior to submission. Each proposal constitutes an offer and may not be withdrawn except as provided herein.

- 1.3 HOW TO SUBMIT PROPOSALS: All proposals shall be:**
- A. Submitted in sealed opaque envelopes, plainly marked with the proposal number and title, date and time for submission, and company name.
 - B. Mailed or delivered as follows in sufficient time to ensure receipt by the Purchasing Director on or before the time and date specified above.
 - **Hand Delivery: Purchasing Director, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406.**

PROPOSALS NOT RECEIVED BY THE TIME AND DATE SPECIFIED WILL NOT BE OPENED OR CONSIDERED.

- 1.4 HOW TO SUBMIT AN OBJECTION:** Objections from Offerors to this Request for Proposals and/or these specifications should be brought to the attention of the County Purchasing Director in the following manner:
- A. When a pre-proposal conference is not scheduled, the Proposer shall object in writing not less than five (5) days prior to the date for submission.
 - B. The objections contemplated must pertain both to form and substance of the Request for Proposal documents. Failure to object in accordance with the above procedure will constitute a waiver on the part of the business to protest this Request for Proposal.
- 1.5 ERRORS IN PROPOSALS:** Proposers or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals. Failure to do so will be at the Proposer's own risk.
- 1.6 STANDARDS FOR ACCEPTANCE OF PROPOSERS FOR CONTRACT AWARD:** The County reserves the right to reject any or all Proposals and to waive any irregularities or technicalities in Proposals received whenever such rejection or waiver is in the best interest

of the County. The County reserves the right to reject the Offer of a Proposer who has previously failed to perform properly or complete on time contracts of a similar nature, whom investigation shows is not in a position to perform the contract.

- 1.7 **PROPOSER:** Whenever the term "Proposer" is used it shall encompass the "person", "business", "firm", or other party submitting a proposal to Chatham County in such capacity before a contract has been entered into between such party and the County.
- 1.8 **COMPLIANCE WITH LAWS:** The Proposer shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by federal, state or County statute, ordinances and rules during the performance of any contract between the Proposer and the County. Any such requirement specifically set forth in any contract document between the Proposer and the County shall be supplementary to this section and not in substitution thereof.
- 1.9 **CONTRACTOR:** Contractor or subcontractor means any person, firm, or business having a contract with Chatham County. The Contractor of goods, material, equipment or services certifies that the firm will follow equal employment opportunity practices in connection with the awarded contract as more fully specified in the contract documents.
- 1.10 **LOCAL PREFERENCE:** The contractor agrees to follow the local preference guidelines as specified in the contract documents, which state "The CONTRACTOR hereby agrees, as part of the consideration to Chatham County for making this Contract, that the CONTRACTOR in the carrying out of this contract will give the citizens of Chatham County preference for employment to perform all labor required by this contract; that the rate of wages to be paid shall not be less than legally required; and that in the purchase of materials to be used in the Work of the Project, preference shall be given to sources from within Chatham County to the maximum extent possible. The CONTRACTOR will cause the forgoing provisions to be inserted in all subcontracts so that provisions will be binding upon each subcontractor."
- 1.11 **LOCAL, MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE PARTICIPATION:** It is the desire of the County Board of Commissioners to increase the participation of local, minority (MBE) and women-owned (WBE) business in its contracting and procurement programs. The County is committed to a policy of equitable participation for these firms by setting goals for each contract. Bidder/proposers are requested to include in their proposals a narrative describing their past accomplishment and intended actions in this area. If bidder/proposers are considering minority or women owned enterprise participation in their proposal, those firms, and their specific duties must be identified in their proposal along with the percentage(s) and dollar amount awarded to the M/WBE firm. Proposers may also provide demographic information regarding their employees to show their commitment to equal opportunity.

If the awarded contractor/vendor is claiming minority status, the contractor/vendor shall apply for certification by Chatham County, Georgia to the Office of Minority Business Coordinator. The Minority Business Coordinator will provide documentation of application status once approved or disapproved by Chatham County. Certification by any other government entity is acceptable if current copy of the certification is provided with this solicitation. For additional information concerning Chatham County's M/WBE Coordinator, please contact Connell Heyward, at (912) 652-7860 or cheyward@chathamcounty.org.

SECTION II GENERAL CONDITIONS

- 2.1 **SPECIFICATIONS:** Any obvious error or omission in specifications shall not inure to the benefit of the bidder but shall put the Proposer on notice to inquire of or identify the same to the County.
- 2.2 **MULTIPLE PROPOSALS:** No Proposer will be allowed to submit more than one (1) offer. Any alternate proposals must be brought to the Purchasing Director's attention during the Pre-proposal Conference or submitted in writing at least five (5) days preceding the date for submission of proposals.
- 2.3 **OFFERS TO BE FIRM:** The Proposer warrants that terms and conditions quoted in his offer will be firm for acceptance for a period of ninety (90) days from bid date submitted, unless otherwise stated in the proposal. When requested to provide a fee proposal, fees quoted must also be firm for a ninety (90) day period.
- 2.4 **COMPLETENESS:** All information required by the Request for Proposals must be completed and submitted to constitute a proper proposal.
- 2.5 **LIABILITY PROVISIONS:** Where Proposers are required to enter or go into Chatham County property to take measurements or gather other information in order to prepare the proposal as requested by the County, the Proposer shall be liable for any injury, damage or loss occasioned by negligence of the Proposer, his agent, or any person the Proposer has designated to prepare the Offer and shall indemnify and hold harmless Chatham County from any liability arising therefrom. The contract document specifies the liability provisions required of the successful Proposer in order to be awarded a contract with Chatham County.
- 2.6 **CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:** By submission of this Offer, the Proposer certifies, and in the case of a joint offer each party thereto certifies as to its own organization, that in connection with this procurement:
- A. Prices in this offer have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other competitor;
 - B. Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by the Proposer prior to opening, directly or indirectly to any other competitor; and;
 - C. No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not submit an offer for the purpose of restricting competition.
- 2.7 **AWARD OF CONTRACT:** The contract, if awarded, will be awarded to that responsible Proposer whose proposal will be most advantageous to Chatham County, price and other factors considered. The Board of Commissioners will make the determination as to which proposal best serves the interest of Chatham County.

- 2.8 PROCUREMENT PROTESTS:** Objections and protests to any portion of the procurement process or actions of the County staff may be filed with the Purchasing Director for review and resolution. The Chatham County Purchasing Procedures Manual, Article IX - Appeals and Remedies shall govern the review and resolution of all protests.
- 2.9 QUALIFICATION OF BUSINESS (RESPONSIBLE PROPOSER):** A responsible Proposer is defined as one who meets, or by the date of the acceptance can meet, all requirements for licensing, insurance, and service contained within this Request for Proposals. Chatham County has the right to require any or all Proposers to submit documentation of the ability to perform the service requested. Chatham County has the right to disqualify the proposal of any Proposer as being nonresponsive or nonresponsible whenever such Proposer cannot document the ability to deliver the requested service.
- 2.10 COUNTY BUSINESS LICENSE REQUIREMENT:** A current Chatham County or municipal business license (within the State of Georgia) is required unless otherwise specified. A firm need not have a Chatham County Business License prior to submitting a proposal. However, a license must be obtained by the successful vendor prior to award of contract.

Please contact the Chatham County Department of Building Safety and Regulatory Services at (912) 201-4300 for additional information.

- 2.11 INSURANCE PROVISIONS:** The selected CONTRACTOR shall be required to procure and maintain for the duration of the contract insurance against claims and injuries to persons or damage to property which may arise from or in connection with the performance of work hereunder by the Contractor, his agents, representatives, employees, or subcontractors. The cost of such insurance shall be included in the Contractor's fee proposal.

Chatham County evaluates each claim on a case-by-case basis and invokes all immunities and defenses permitted under law. With the exception of automobile liability, Chatham County is *not* to be included as a named insured on Contractor's policies, however, effective **January 1, 2005**, it is requested that Chatham County be included as an additional insured under the selected Contractor's automobile liability policy.

A certificate of insurance regarding this Request for Proposal shall include the following:

- A. *Worker's Compensation:* Statutory, with a minimum Employer's Liability limit of \$500,000.
- B. *Commercial General Liability:* \$1,000,000 bodily injury and property damage per occurrence and annual aggregate.
- C. *Business Automobile:* \$1,000,000 Combined Single limit written on an "Any Auto" basis.
- D. *Professional Liability:* \$2,000,000.

- 2.12 INDEMNIFICATION:** The CONTRACTOR agrees to protect, defend, indemnify, and hold harmless Chatham County, Georgia, its commissioners, officers, agents, and employees

from and against any and all liability, damages, claims, suits, liens, and judgments, of whatever nature, including claims for contribution and/or indemnification, for injuries to or death of any person or persons, or damage to the property or other rights of any person or persons caused by the CONTRACTOR or its subcontractors. The CONTRACTOR's obligation to protect, defend, indemnify, and hold harmless, as set forth herein above shall include, but not be limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or any actual or alleged unfair competition, disparagement of product or service, or other business tort of any type whatsoever, or any actual or alleged violation of trade regulations. CONTRACTOR further agrees to investigate, handle, respond to, provide defense for, and to protect, defend, indemnify, and hold harmless Chatham County, Georgia, at his sole expense, and agrees to bear all other costs and expenses related thereto, even if such claims, suits, etc., are groundless, false, or fraudulent, including any and all claims or liability for compensation under the Worker's Compensation Act arising out of injuries sustained by any employee of the CONTRACTOR or his subcontractors or anyone directly or indirectly employed by any of them. The CONTRACTOR'S obligation to indemnify Chatham County under this Section shall not be limited in any way by the agreed-upon contract price, or to the scope and amount of coverage provided by any insurance maintained by the CONTRACTOR.

- 2.13 COMPLIANCE WITH SPECIFICATION - TERMS AND CONDITIONS:** The Request for Proposals, Legal Advertisement, General Conditions and Instructions to Proposers, Specifications, Special Conditions, Proposers Offer, Addendum, and/or any other pertinent documents form a part of the Offerors' proposal and by reference are made a part hereof.
- 2.14 SIGNED RESPONSE CONSIDERED AN OFFER:** The signed Response shall be considered an offer on the part of the Proposer, which offer shall be deemed accepted upon approval by the Chatham County Board of Commissioners, Purchasing Director or his designee. In case of a default on the part of the Proponent after such acceptance, Chatham County may take such action as it deems appropriate, including legal action for damages or lack of required performance.
- 2.15 NOTICE TO PROCEED:** The successful proposer shall not commence work under this Request for Proposal until a written contract is awarded and a Notice to Proceed is issued by the Purchasing Director or his designee. If the successful Proposer does commence any work or deliver items prior to receiving official notification, he does so at his own risk.
- 2.16 BOND REQUIREMENT:** The successful proposer will be required to provide Chatham County with a performance bond in the amount of \$2,000,000 within 14 days of contract award or an irrevocable letter of credit. As a courtesy, Chatham County will provide the successful proposer with a bonding form or proposer may use the one provided by their bonding company. *The County will not waive this requirement.* All bonding companies must be listed in the *Federal Register, Department of the Treasury Fiscal Service, Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies; Notice.*

The proposer shall submit along with this proposal proof of their ability to bond.

- 2.17 PAYMENT TO CONTRACTORS:** Instructions for invoicing the County for service delivered to the County are specified in the contract document.

A. Questions regarding payment may be directed to the Project Manager, Zach

Shuman, Chatham County EMS Contract Administrator at (912) 652-6627.

- B. Contractors will be paid the agreed upon compensation upon satisfactory progress or completion of the work as more fully described in the contract document.
- C. Upon completion of the work, the Contractor will provide the County or contractor with an affidavit certifying all suppliers, persons or businesses employed by the Contractor for the work performed for the County have been paid in full.
- D. Chatham County is a tax exempt entity. Every contractor, vendor, business or person under contract with Chatham County is required by Georgia law to pay State sales or use taxes for products purchased in Georgia or transported into Georgia and sold to Chatham County by contract. Please consult the State of Georgia, Department of Revenue, Sales and Use Tax Unit in Atlanta (404) 656-4065 for additional information.

2.18 VENDOR DEFAULT: Chatham County reserves the right, in case of Service Provider default, to procure the articles or services from other sources and hold the defaulting vendor responsible for any excess costs occasioned thereby. Should Service Provider default due to a failure to perform or because a request for price increase, Chatham County reserves the right to seek damages from the vendor and debar the vendor from future business with the County.

Vendor will be considered in default in the event of (but not limited to) the following:

- a. Willful or egregious actions or omissions, or any act that could reasonably jeopardize public safety, could result in immediate termination of the contract and default.
- b. Failure to meet response standards for any three months in a consecutive 12 month period.
- c. The proponent's decision to terminate after award of the contract will constitute default.

2.19 RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS OR REQUIREMENTS: It is the responsibility of the prospective proposer to review the entire request for proposal (RFP) packet and to notify the Purchasing Department if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications or bidding procedures must be received in the Purchasing Division not less than seventy-two (72) hours prior to the time set for proposal opening. These requirements apply to specifications that are ambiguous.

The undersigned proposer certifies that he/she has carefully read the preceding list of instructions and all other data applicable hereto and made a part of this invitation; and, further certifies that the prices shown in his/her proposal are in accordance with all documents contained in this Request for Proposals package, and that any exception taken thereto may disqualify his/her proposal.

This is to certify that I, the undersigned Proposer, have read the instructions to Proposer and agree to be bound by the provisions of the same.

This _____ day of _____ 20 ____.

BY: _____

SIGNATURE

TITLE

COMPANY

ADDRESS

PHONE NO.

SECTION III PROPOSAL PROCESS

- 3.1 DESCRIPTION AND OBJECTIVES:** Chatham County is seeking qualified firms interested in providing exclusive Emergency Advanced Life Support (ALS) Ambulance Services for the Chatham County Board of Commissioners, for any area which fall under Chatham County designated service zones. Designated zones consist of zone 3 (population 26,960) and zone 4 (population 36,757), which have a combined population of 63,717 potential clients.
- 3.2 METHODOLOGY:** The procurement described herein is being conducted as a Request for Proposals through professional services selection, a method of selecting professional services as provided in *The Chatham County Purchasing Ordinance and Procedures Manual*. This will be a three-step process, a summary as follows:
- STEP ONE- ACCEPTANCE AND EVALUATION OF PROPOSALS:** All technical requirements, unless otherwise specified, must be met by the proponent or such proposal will be disqualified as being non-responsive. Proposals that are deemed to be incomplete as to substance and content may be returned without consideration.
- STEP TWO-FEE PROPOSALS:** Fee proposals will be submitted in a separate sealed envelope, clearly marked with the proposer's name and "Fee Proposal for EMS Services". Fee proposals will only be opened from those proposers considered to be well qualified and responsive to the requirements of the RFP. Only the original (1) copy of the fee proposal is required.
- STEP THREE-INTERVIEWS:** The technical review panel may decide to conduct interviews. It will be at the sole discretion of the technical review panel to determine if interviews are required. If interviews are conducted, a score will be assigned and added to the final evaluation score.
- 3.3 EVALUATION FACTORS:** Factors such as proponents overall capability, specialized experience, reputation, past performance on similar projects, technical competence, financial stability, ability to meet program goals, delivery under the contract terms, and fee schedule will be considered in the award recommendation. Commitment in the level of MBE/WBE firms, consultants and employees will also be considered in the evaluation of the proposals.
- 3.4 SELECTION PROCESS:** *Proposals will be evaluated initially on the basis of the written document. Thus, the proposal must be complete, concise and clear as to the intent of the respondent.* Further evaluation **may include** an oral presentation/interview which will be scheduled after receipt of the written proposal. Selection of the winning firm will take into account both qualitative excellence of the team and firm to accomplish the specified work, as determined by the technical proposals and interviews and the fees for services. It is emphasized that the firm offering the lowest fee will not necessarily be the firm selected.
- 3.5 FORMAT OF RESPONSES:** To be considered, proponents must submit a complete response to the Request for Proposal. The format provided in this Section is not negotiable. To assure a uniform review process and obtain the maximum degree of

comparability, each proposal shall include the following content and shall be presented in the following order:

- A. Executive Summary
- B. Business Profile
- C. Experience and Capability.
- D. Project Understanding and Methodology.
- E. Other Relevant Facts/Information including documentation of minimum qualifications
- F. Fee proposal in a separate sealed envelope

FEE PROPOSAL (ONE COPY WILL BE SUBMITTED ON THE FORM PROVIDED HEREIN AND SEALED IN A SEPARATE #10 ENVELOPE).

3.6 PROPOSALS MUST BE RESPONSIVE TO:

3.6.1 EXECUTIVE SUMMARY (SECTION A): The Executive Summary of the Proposal shall be limited to three (3) single-spaced typewritten pages. The purpose of the Executive Summary is to provide a high-level description of the offeror's ability to meet the requirements of the RFP.

3.6.2 BUSINESS PROFILE (SECTION B): Describe in this section, the business organization, who will serve as major participants, and their respective roles. Include:

- A. Business Organization: Provide a brief description of the firm, its' history, and a statement which describes the firms experience in providing Emergency Advanced Life Support/Ambulance Services. State if the firm operates as an independent operator. If not, state the full name, address, telephone number and fax number of the management or subordinate firm that will perform or assist in performing the services described herein. State if the firm has operated under a different name within the past 10 years. If so, state the name that the firm previously operated under. Attach an organizational chart.
- B. Resumes of Key Personnel/Management Team: Identify who will serve as the County's contract representative and the name, address and phone number for whom all contract related correspondence shall be forwarded. For each key staff person that will be dedicated to the contract, attach a resume. State how long they have been with your firm, their current position, a brief summary of their job description. Highlight key and relevant experience. Credentials may be subject to verification.
- C. Organizational Changes: State what changes have occurred in the firm over the past six months in regard to staff, capitol, organizational structure, etc., and the reasons for any of the changes. Also state any additional changes that the firm plans to implement over the next six months and the reason for the changes.
- D. M/WBE Commitment: Describe the firm's commitment to MBE/WBE employees.

3.6.3 EXPERIENCE AND CAPABILITY (SECTION C): In this section, describe the firm's prior experience providing Advanced Life Support Ambulance Services and its capability to provide and meet the County's service requirements. Include:

- A. Historical Service Data: Describe the firm's call area or zones that your firm provides coverage for and the call volume for a minimum period of 12 months (June 1, 2014 through May 30, 2015). State the firm's Fractile Response times during that time frame. Zone descriptions should include total square mileage of zone (s), and Population of zone (s). Fractile Response times are measured as that percentage of total emergency calls responded to (as measured from Dispatch of Unit/service to arrival at the location dispatched) in 2 minute increments.
- B. Financial Capability: Provide copies of the firm's Annual (Audited) Financial Reports for the past two (2) fiscal years. The object of this requirement is to review the auditors opinion, notes to the financial management's discussion of the past year and prospects for the future, and to establish the financial strength of the firm.
- C. Prior Experience/References: Provide a list of all prior and current Advanced Life Support Ambulance Service references (transport or other) that your firm has provided services to over the past three (3) years. Include a brief description of the services provided, number of calls, size of service area and/or zone, and the name, address and phone number of the contract representative or local regulator. Chatham County reserves the right to contact any reference provided.
- D. Litigation History: Provide details of any federal, state, or local government regulatory investigations, findings, actions, or complaints, that your firm and/or any organization affiliated with your firm, has received within the past three (3) years. If the issue(s) has been resolved, state the corrective action taken.
- E. Current Service Commitments/Responsibilities: State what existing contractual or service agreements that your firm has and how many ambulances and/or paramedics are dedicated to those agreements.
- F. Staff Levels: Enclose a list showing the staff position/classification (i.e. Administrative, Management, EMT, Paramedic, etc), the number of employees in each position, by employment status (i.e. full time, part-time, temporary, etc.), that are currently employed by the firm.
- G. Site/Post Locations: Provide a list that identifies each site/post location and the units to be assigned to each location that your firm will operate from if awarded this contract. The proposer shall also include site/post locations for any and all posts/sites in the county. If a "roving" unit pattern such as system status management is to be used, it shall be explained thoroughly to include all locations that the units will post at to the units that will be repositioned to maintain adequate zone coverage. Include minimum

number and type of resources that will be staffed in contract area, identify it those units will be used for calls other than those arising in the 911 system.

- H. Vehicles and Equipment Inventory List: Provide a list of the vehicles and equipment that will be used in conjunction of a resulting contract.

3.6.4 PROJECT UNDERSTANDING AND METHODOLOGY(SECTION D): In this section, discuss (in summary form) the firm's understanding of the Scope of Services requested; any special techniques, procedures, software, or equipment that will be used or applied; expectations regarding the County's responsibilities and contributions; limitations in delivering the required services; etc. Include:

- A. Summary of Proposed Services: Provide a detailed narrative statement which demonstrates the firm's understanding of the Scope of Services requested herein in Section 5.2. Include the firms' proposed initial staffing plan, proposed site/post locations, and move-up policies.
- B. Fleet Management Policy: State the minimum number of ambulances that will be initially furnished upon the award of a contract. State the Brand, Model, Year, type, condition, and any other information you believe is necessary for the County to adequately assess your firms ability to meet the scope of service requirements provided herein. Attach a copy of your firm's fleet replacement policy. Describe your firm's procedure to guarantee contract compliance when one or more of your fleet is "out of service" or inoperable.
- C. Implementation and Transition Plan- Provide details of your firm's current system and coverage status and provide your firm's implementation and transition plan, for a minimum period of the first 90 days, following contract award. Implementation and transition plan shall specify the number and location of all fixed sites/post locations (if applicable) and the minimum number of unit hours of coverage to be provided per day (7 days a week) . If your firm does not use fixed sites or post locations, explain how your firm intends to meet response time requirements and comply with service standards. Please Note: It is not necessary to provide employee work schedules for each site.

Chatham County recognizes that if there is NO CHANGE in the type of services proposed by the incumbent Service Provider that an implementation, transition, and expansion plan will not be applicable. If this is the case, the incumbent Service Provider will not be penalized. However, if the incumbent Service Provider is proposing any Scope of Service changes (i.e. changing to a "fixed site" type operation, etc.(the Implementation, Transition and/or the Expansion Plan for the proposed service change(s) must be addressed in the proposal submittal.

- D. Expansion Requirements: State what additional staff positions will be provided and what additional Equipment and/or Vehicles your firm intends to acquire (upon the award of a contract) to adhere and comply with all County scope of service requirements.

- E. Impact on Current Service/Zone Requirements: State what (if any) problems or adverse impact you foresee occurring (in relation to your firm's current zone requirements and/or service responsibilities) should your firm be awarded a contract resulting from this solicitation.

3.6.5 OTHER RELEVANT FACTS/DOCUMENTATION OF MINIMUM

QUALIFICATIONS(SECTION E): In this Section, enclose copies of any and all required solicitation signature pages and attachments A-H, a statement of disclosure which will allow the County to evaluate any possible conflicts of interest, firm references (if applicable), and document minimum qualifications as they appear below.

All firms submitting proposals must meet, at a minimum, the following qualification requirements. Failure to meet these qualifications will result in proposal being deemed as "non responsive":

- A. Proponent must be an organization existing for the primary purpose of providing Advanced Life Support (ALS) Ambulance Services.
- B. Proponent must have a minimum of five (5) continued years previous experience in providing Advanced Life Support (ALS) Ambulance Services.
- C. Proponent must demonstrate its experience and the quality of its care by providing its most recent quality assurance audit/report. Proponent must include a narrative on how Appendix A will be addressed.
- D. Proponent must demonstrate its ability to provide the Advanced Life Support Ambulance Services specified herein and its ability to maintain sufficient staffing levels so that scheduled vacations and/or unexpected illnesses do not interfere with the County's service requirements.
- E. Proponent must demonstrate its ability to immediately commence services within 30 days of contract award by the Chatham County Board of Commissioners and that it has a proven system of recruiting staff and that it has adequate support staff in its central office capable of completely supervising and monitoring it's operation in conjunction with the resulting contract.
- F. Proponent must have in place a procedure for defending litigation brought by patients related to the Advanced Life Support/Ambulance Services provided under the resulting contract.
- G. Proponent must demonstrate its ability to provide the limits of insurance as specified in Section 2.11.
- H. Proponent must demonstrate his firm's capacity and ability to meet the BOND REQUIREMENTS identified in Section 2.16 (proof of bond ability shall be submitted with proposal).

- 3.6.6 FEE SCHEDULE:** Provide your fee on the fee proposal form provided as part of this solicitation. Fee proposal shall be submitted with your response to the RFP in a separate sealed envelope. Only one copy of fee proposal is required. Fee proposal envelope shall clearly marked with the RFP number and title and the name of your company. Fees shall remain fixed for the contract term.

SECTION IV SPECIAL CONDITIONS

- 4.1 SUBMITTAL OF PROPOSALS:** Each proposal must be submitted in one (1) original and five (5) copies bound to:

Peggy Joyner, Purchasing Director
1117 Eisenhower Drive, Suite C
Savannah, GA 31406

Technical questions relating to the proposal may be directed to the County in writing through the Purchasing Director at pjoyner@chathamcounty.org. Telephone inquiries may be directed to Peggy Joyner at (912) 790-1626. Responses are not official unless issued in the form of an addendum.

- 4.2 REJECTING PROPOSALS:** The County reserves the right to reject any or all proposals and is not bound to accept any proposal if that proposal is contrary to the best interest of Chatham County. Similarly, the County is not bound to accept the lowest dollar proposal if the offer is not considered in the County's best interest.
- 4.3 COST TO PREPARE RESPONSES:** The County assumes no responsibility or obligation to the respondents and will make no payment for any costs associated with the preparation or submission of the proposal.
- 4.4 MANDATORY PRE-PROPOSAL CONFERENCE:** A "Mandatory" pre-proposal conference will be conducted at **2:00 p.m. November 12, 2015** in the **2nd Floor Conference Room "Old" Courthouse, 124 Bull Street, Savannah, GA** to discuss specifications and/or any misunderstandings that may arise. Representatives from Chatham County will be in attendance. Firms are required to attend. Proposals will not be accepted from any firm that is not represented at the "Mandatory" Pre-Proposal Conference.
- 4.5 PROPOSAL DEADLINE:** The response to the Request for Proposal must be received by the Chatham County Office of Purchasing and Contracting no later than **5:00 P.M. on December 3, 2015**. Any proposal received after the time stipulated will be rejected and returned to the proponent. The County may, for good and sufficient reason, extend the response deadline, in which case all potential proponents will receive an addendum setting forth the new date and time.
- 4.6 WITHDRAWAL OF PROPOSAL:** Proposals may be withdrawn by submitting a written request to the County prior to the stated deadline for the receipt of proposals. Withdrawal of a proposal by any firm will not prejudice the right of the proponent to submit a new proposal, providing the latter is received timely as provided herein.

4.7 **CONFIDENTIALITY OF DOCUMENTS:** Upon receipt of a proposal by the County the proposal shall become the property of the County without compensation to the proponent, for disposition or usage by the County at its discretion. **The particulars of the proposal documents will remain confidential until final award of the contract. Only final points and ranking of proposals will be openly disclosed prior to approval by the Board of Commissioners. Proponent shall have no contact with any Department Representative or Evaluation Committee Member during and after the evaluation process. All open record requests must be submitted in writing to the attention of the Purchasing Director. Any information contained in proposal that is considered by Proponent as "proprietary" and is to remain confidential shall be clearly identified and justified. The confidentiality of materials will be as prescribed under Georgia law.**

4.8 **PENDING LITIGATION:** Proposals will not be accepted from any company, firm, person, or party, parent subsidiary, against which Chatham County has an outstanding claim, or a financial dispute relating to prior contract performance. If the County, at any time, discovers such a dispute during any point of evaluation, the proposal will not be considered further.

4.9 **EQUAL EMPLOYMENT OPPORTUNITY:** During the performance of this contract, the CONTRACTOR agrees as follows:

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin, place of birth, physical handicap, or marital status.

4.10 **TERM OF CONTRACT:** The term of the contract will be for one (1) year with renewal options for four (4) additional one (1) year terms.

4.11 **VALIDITY OF PROPOSAL:** All proposals must remain valid for a period of ***not less than ninety (90) days*** from due date of proposal.

4.12 **CONFLICT OF INTEREST:** All respondents must provide a "statement of disclosure" which will allow the County to evaluate possible conflicts of interest. This statement shall include a list of all current clients which the respondent represents.

4.13 **CONTRACT:** The successful respondent will be expected to execute a contract within 30 days of notice to award. Upon award of the contract, the proponent shall be bound to deliver services on the terms and conditions of this document and any negotiations which may occur.

As well, the County shall be bound on the said terms and conditions to procure the services described and remit payment to the proponent when services are completed and accepted.

4.14 **PERFORMANCE AND APPROVAL OF SUB-CONTRACTORS:** The proponent will perform the project as an independent contractor and not as an agent or employee of the County. Joint ventures and sub-consultant arrangements are not prohibited; however, the proponent shall secure written permission from Chatham County before subcontracting any part of this service. Such permission should be obtained during the proposal evaluation stage. Proponents are encouraged to use Minority/Woman Business Enterprises and are

reminded of reporting requirements when utilizing these arrangements.

- 4.15 LICENSES, PERMITS, TAXES:** The price or prices for the work shall include full compensation for all fees that the proponent is or may be required to pay.
- 4.16 CHANGES:** In the event a contract is awarded, the County may, at any time during the contract period, make changes within the general scope of the contract and its' technical provisions. If any such change causes any increase or decrease in the proponent's cost of performing any part of the contract, whether changed or not changed by any such notice, an equitable adjustment shall be made in the contract prices, or in the time of performance, or in both. A written memorandum of such adjustment shall be made.

Any claim by the proponent for an equitable adjustment shall be supported by detailed cost and pricing data, which the County shall have the right to verify by audit of the proponent's records or, at the County's election, by other appropriate means. Any claim by the proponent for an equitable adjustment shall be made in writing and prior to proceeding with the additional services or capital investments. The County may accept and act upon claims made later if, in the County's sole discretion, circumstances justify so doing. Nothing in this clause shall excuse the proponent from proceeding with performance of this contract in accordance with its original terms and conditions and any approved changes.

- 4.17 TERMINATION OF CONTRACT:** Each party to the contract shall have the right to terminate any contract to be made hereunder for its convenience by giving the proponent written notice 120 days in advance of its election to do so and by specifying the effective date of such termination. The proponent shall be paid for services rendered and not in question or dispute through the effective date of such termination. Further, provided a contract is awarded, if a proponent shall fail to fulfill any of its obligations hereunder, the County may, by giving written notice to the proponent at issue, terminate the agreement with said proponent for such default. If this agreement is so terminated, the proponent shall be paid only for work satisfactorily completed.
- 4.18 ASSIGNMENT:** The Contractor shall not assign or transfer any interest of the contract without prior written consent of the County.

SECTION V TECHNICAL SPECIFICATIONS

- 5.1 BACKGROUND AND OBJECTIVES:** The purpose of this Request for Proposal (RFP) is for qualified firms interested in providing Emergency Advanced Life Support (ALS) Ambulance Services for the Chatham County Board of Commissioners in any area which falls under Chatham County designated zones. The successful proponent, herein after referred to as "Service Provider" will have the exclusive responsibility of providing all ambulance services throughout zones 3 and/or 4 which are requested through the County owned Public Safety Answering Point (PSAP). Zones 3 (population 26,960) and zone 4 (population 36,757) has a combined population of 63,717 potential clients.

On September 7, 2001, based on the outcome of a similar solicitation, the Chatham County Board of Commissioners awarded a contract to Southside Fire/EMS and Security of

Savannah, to provide Emergency Medical Services for Zones 3 and 4 of Chatham County, for a total annual cost of \$877,896/Year. The current contract with Southside Fire/EMS and Security will expire on February 1, 2015.

Historical call information and billing classification for the 2014 attached herein as Schedule A. The successful provider will be required at a minimum to supply current data detailed in Schedule A.

The successful proposer, herein after referred to as "Service Provider" is expected to provide clinical excellence, adhere to a response time as required by Chatham County EMS standards, to encourage and facilitate cost containment, to demonstrate to the public (at all times) a professional and courteous image, and to maintain an ongoing relationship of cooperation with Chatham County.

5.2 SCOPE OF SERVICES: Successful Service Provider will be required, at least 90% of the time, to provide an Advanced Life Support (ALS) ambulance, as defined by the Chatham County EMS system standards to any requested 3 or 4 zone address/location of an emergency within 12 minutes from the time the 911 call is first sent to the Service Provider by the Chatham County PSAP. Minimum scope of services to be provided includes, but is not limited to:

5.2.1 Service Standards: Service Provider will be required to comply (at all times) with the following standards:

- A. Federal Specifications for Ambulances (KKK-A-1822D E)
- B. Public Law 93-154 "Emergency Medical Services Systems Act of 1973"
- C. Title 31, Chapters 3 and 11 of the Official Code of Georgia Chatham
- D. County EMS System Performance Standards as approved(*attachment*)
- E. Southeast Georgia EMS Regional Ambulance Zoning Plan
- F. Personnel Certification standards
- G. ALS and BLS equipment approved by the Regional Medical Director, DHR rules and Regulation 511-9-2, the Chatham County Advisory Council and the Chatham County EMS standards.
- H. Equipment repair and replacement schedules..
- I. Provide and maintain a common set of Protocols/Scope of Practice to be utilized by the service and all other responders, from the initial responder through the highest level of service being provided.
- J. Quality Assurance Requirements as outlined in Appendix 1.

Note: Quality indicators are to be reviewed and updated every 24 months.

5.2.2 Zone Description: Future annexation will not affect the following County zone descriptions:

Zone 3- East of the Wilmington River, including Tybee Island.

Zone 4- West of the City limits of Savannah, north of and including I-16 to the County line.

5.2.3 Zone Licenses: The zoning license for zones 3 and 4 list Chatham County as the “owner” and any related licensing fee will be paid by Chatham County. Service Provider will operate as an “authorized agent” under the County’s zoning license. Service Provider’s ambulances will be listed, as required, on the County’s zoning license. Chatham County will only pay the base and license fee for one (1) ambulance, as required by the County to maintain its zone licensing.

5.2.4 Staffing Levels: Each dispatched ambulance will be staffed In accordance with state law, rule and regulation, and Chatham County EMS system standards. Staff levels shall be adjusted accordingly as required to comply with demonstrated analysis of call demand and to provide coverage during holiday and staff absences.

5.2.5 Penalties for Delayed Response Time: Service Provider will be financially penalized for failures to meet the standards identified below. An exception to this rule will be granted to allow for a 90 day contract transition period. During the transition period, Service Provider will be provided an opportunity to remedy any service deficiency and to take corrective action(s). This waiver will only be granted if Service Provider responds to Chatham County within a 15 day period and provides a written response of the corrective action taken. After the 90 day transition period (if applicable), response penalties will be assessed on a monthly basis.

| Percentage of calls (on a monthly basis): | Financial Penalty: |
|--|--|
| 90% | None |
| 89% | 10% of Monthly Subsidy or \$5000, whichever is greater |
| 88% | 20% of Monthly Subsidy or \$10,000, whichever is greater |
| 87% | 30% of Monthly Subsidy or 15,000, whichever is greater |

Etc. (10% of subsidy per % below 90% or proportionate penalty)

Arrival time is determined when appropriately staffed ambulance, (i.e. one Paramedic and one EMT, CT, or Paramedic) has arrived to the dispatched location, complying with all equipment standards and mandates specified herein in Section 5.2.1. A “single per unit” (supervisor) will not be counted in the arrival time. Any on scene emergency responder is authorized to cancel a responding EMS.

Response times are calculated from the total 911 calls in each zone, less the calls dispatched as COLD responses by the PSAP. Failure of the responding ambulance to notify the PSAP of its arrival prior to the expiration of a 12 minute response, shall constitute a failure to achieve compliancy on that call.

Service Provider will immediately contact the Chatham County EMS Contract Administrator or his designee, within two hours of incidents involving serious injury ambulance accidents and/or ambulance response times that exceed

20 minutes or more, on calls dispatched “Hot”

5.2.6 Stand-by Ambulance: Service Provider will be required to provide an ambulance upon request for standby when Chatham County has a reason to believe there is a life threatening emergency situation warranting an ambulance standby. Standby service includes, but is not limited to: Bomb Squad requests, SWAT exercises, County sponsored events, State Law Enforcement requests, and other municipal requests. County sponsored events do not include school sporting events or other sporting events at County venues. Standby Ambulance services will be provided at no additional cost to Chatham County.

5.2.7 Mutual Aid/Backup: Service Provider will be required to provide mutual aid to other zoned providers in compliance with zoning requirements. The health, welfare, and safety of Chatham County citizens and visitors is of paramount importance. When reasonable to do so, the Service Provider is expected to request mutual aid from the closest appropriate service.

5.2.8 Extreme/Adverse Weather Conditions: Service Provider will be required to respond in extreme and/or adverse weather conditions which includes: tropical storms, hurricanes, tornadoes, and snow. Heavy rains, icy and/or flooded road conditions, and severe thunderstorms are considered as inclement weather conditions. Response time penalties as specified in 5.2.4, may be adjusted by Chatham County accordingly in extreme and/or adverse weather conditions. Service Provider will be a participant in and signatory to the Chatham Emergency Management Agencies (C.E.M.A.) Local Emergency Operations Plan.

5.2.9 Chatham County Disaster Plan: Service Provider will be required to comply with the Chatham County Disaster Plan whenever the provisions of such plan are in effect. In addition, Service Provider will be required to participate in at least two (2) disaster drills per calendar year, as directed by the Chatham County EMS Contract Administrator. Disaster Plan services and any drills associated therewith will be provided at no additional cost to Chatham County.

5.2.10 Ambulances: All ambulances provided by Service Provider must meet or exceed all Georgia Department of Human Resources requirements and will comply with the service standards identified in Section 5.2.1. An appropriate number of ambulances shall be staffed to comply with the performance standards specified herein.

5.2.11 Communications: All emergency calls will be received and recorded through the Emergency Communications System (E911) and dispatched accordingly. Service Provider is required to provide and maintain internal dispatch, ambulance, and Paramedic/EMT equipment that allows for constant communication with the PSAP Center operated by Chatham County. Service Provider must obtain approval (in writing) from the Chief of Police for permission to “tie in” to the County’s 800mhz radio system.

Technology is a continuously evolving field. The Service Provider will participate in the development and evolution of the Public Safety communications system to insure a smooth, efficient flow of dispatch information, utilizing the most appropriate and efficient

technology available. The Service Providers will regularly meet with IT and administrative personnel from the PSAP, and work cooperatively to further the goals and objectives of the PSAP. The Service Provider will actively participate in any councils, advisory bodies or organizations which support the goals and objectives of the PSAP. The Service Provider and the PSAP will cooperate in the development of a back-up system for dispatch of EMS in the event of a system failure.

5.2.12 Records: Chatham County will maintain records pertaining to vehicle availability, time of dispatch, response time, nature of call, etc. This information is considered a public record in accordance with the Georgia Open Records Act (O.C.G.A. 50-18-71).

5.2.13 Contract Compliance: Chatham County EMS Contract Administrator will monitor the Service Provider's compliance with the Scope of Service requirements provided herein to ensure that performance standards are adhered to, this includes, but is not limited to: ambulance inspection (with or without prior notice) to verify staffing and equipment requirements

5.2.14 Audits and Inspections: At any time during normal business hours and as often as the County may deem necessary, the Service Provider and his employees shall make available to the County and/or representatives of the Chatham County Internal Audit for examination all of its records with respect to matters covered by the contract resulting from this solicitation. It shall also permit the County and/or representatives of the Chatham County Internal Audit to inspect, audit, examine and make copies, excerpts or transcripts from such records of personnel, conditions of employment and other data relating to all matters covered by the contract resulting from this solicitation.

5.2.15 Billing for Services: Service provider will be required to provide emergency services regardless of a patient's ability to pay. Patients will include indigent citizens as well as those covered by private, medicare, and medicaid insurance plans. Service Provider will not be reimbursed by Chatham County for care provided to any indigent or uninsured patient. Service provider will be solely responsible for all billing, receiving, and collection functions associated with the contract resulting from this solicitation.

5.2.16 Continuous Quality Improvement: Successful Provider will agree to provide current statistical data to the Chatham County EMS Advisory Council and to participate in a program of Continuous Quality Improvement. Such Data will include but not be limited to that enumerated in the EMS system standard of this document.

5.2.17 Protocol Guidelines: Successful Provider will, thru the Chatham County EMS Advisory Council, Submit protocols and guidelines for patient care which encompass all levels of responder, from certified first responder personnel, thru Paramedic personnel. Agencies providing first responder services in Chatham County will adhere to these guidelines and protocols, ensuring a smooth and seamless transition of patient care across the emergency response spectrum. Whenever possible, service provider will work with first responder agencies in matters of training, equipment exchange, etc.

SECTION VI

**EVALUATION AND AWARD
EMERGENCY MEDICAL SERVICE PROVIDER (ZONES 3 AND 4)
FOR CHATHAM COUNTY, GEORGIA**

6.1 METHOD OF EVALUATION:

The following factors will be considered by the Evaluation Committee in the evaluation of this proposal. The factors are outlined in Section 3.6.

6.2 EVALUATION: Each response to this RFP shall be subject to the same review and assessment process. Proposals will be evaluated and ranked on the basis of points awarded by an Evaluation Committee. A description of the factors which will be analyzed, and the relative weight for each factor follows. ***The County will not consider the proposal of any Offeror who lacks certification or authorization to provide the Advanced Life Support (ALS) Ambulance Services requested.***

| <i>Evaluating Factor:</i> | <i>Points Possible:</i> |
|--|-------------------------|
| Business Profile per Section 3.6.2 | 5 |
| Experience and Capability per Section 3.6.3 | 15 |
| Project Understanding & Methodology per Section 3.6.4 | 15 |
| Other Factors/Documentation of Minimum Qualifications per Section 3.6.5 | 15 |
| Local Minority and Woman Owned Business Participation | 15 |
| Fee Proposals | 35 |

INTERVIEWS/PRESENTATIONS: If required, interviews will be scored as a maximum of 30 points.

6.3 CONTRACT AWARD:

6.3.1 Successful Service Provider will be asked to submit his/her firms' contractual issues for consideration in the Chatham County contract. Proposals will become part of the contract.

6.3.2 No work shall be performed under the contract until a contract has been fully executed by both parties. A notice to proceed will be issued by Chatham County.

**REQUEST FOR PROPOSAL
CHATHAM COUNTY, GEORGIA
RFP NO. 15-0112-1
EMERGENCY MEDICAL SERVICES (ZONES 3 AND 4)
FOR CHATHAM COUNTY, GEORGIA**

I have read and understand the requirements of this proposal, RFP #15-0112-1, and agree to provide the required services in accordance with this proposal, and all other attachments, exhibits, etc. I understand that the County will not be responsible for the reimbursement of any costs not specifically set forth in this proposal. * Price is all inclusive (labor, supplies, bonding, insurance, etc.) based on staffing required by state law, rule and regulation, and Chatham County EMS system standards

FEES - ZONE 3 AND 4:

SERVICE COST (YEAR ONE): _____ /TOTAL*

SERVICE COST (YEAR TWO): _____ /TOTAL*

SERVICE COST (YEAR THREE): _____ /TOTAL*

SERVICE COST (YEAR FOUR): _____ /TOTAL*

SERVICE COST (YEAR FIVE): _____ /TOTAL*

PAYMENT FOR SERVICES WILL BE MADE IN ACCORDANCE WITH THE FOLLOWING SCHEDULE:

(Provide proposed schedule as an attachment)

FIRM NAME: _____

PROPOSER: _____

SIGNATURE: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE: _____ FAX: _____

E-MAIL: _____

BUSINESS TAX CERTIFICATE/LICENSE NUMBER: _____

CITY/COUNTY/STATE: _____

MINORITY/WOMAN BUSINESS ENTERPRISE? _____ /YES _____ /NO

MINORITY CLASSIFICATION: _____

**SCHEDULE A- HISTORICAL STATISTICS- ZONES 3 & 4
JANUARY 1, 2014 TO DECEMBER 31, 2014**

| Month | Zone 3 Calls | Zone 4 Calls | Total Calls | Zone 3 T/P | Zone 4 T/P | Total T/P | T/P % |
|---------------|-----------------|-----------------|----------------|---------------|---------------|--------------|--------------|
| <u>Jan-14</u> | 153 | 441 | 594 | 80 | 297 | 377 | 63.47 |
| <u>Feb-14</u> | 101 | 424 | 525 | 78 | 274 | 352 | 67.05 |
| <u>Mar-14</u> | 144 | 506 | 650 | 100 | 353 | 453 | 69.69 |
| <u>Apr-14</u> | 150 | 467 | 617 | 93 | 287 | 380 | 61.59 |
| <u>May-14</u> | 166 | 527 | 693 | 109 | 334 | 443 | 63.92 |
| <u>Jun-14</u> | 186 | 465 | 651 | 140 | 278 | 418 | 64.21 |
| <u>Jul-14</u> | 208 | 494 | 702 | 140 | 290 | 430 | 61.25 |
| <u>Aug-14</u> | 170 | 549 | 719 | 104 | 326 | 430 | 59.81 |
| <u>Sep-14</u> | 166 | 503 | 669 | 105 | 273 | 378 | 56.50 |
| <u>Oct-14</u> | 178 | 515 | 693 | 97 | 315 | 412 | 59.45 |
| <u>Nov-14</u> | 154 | 473 | 627 | 92 | 277 | 369 | 58.85 |
| <u>Dec-14</u> | 149 | 508 | 657 | 79 | 306 | 385 | 58.60 |
| Totals | 1925 | 5872 | 7797 | 1217 | 3610 | 4827 | 61.91 |

| Billing Classification | % of |
|---------------------------------------|-------|
| Medicare | 33.54 |
| Medicaid | 8.88 |
| Auto Ins, Worker's Comp, Other Ins | 47.19 |
| Private Pay | 10.39 |

ATTACHMENT A

DRUG FREE WORKPLACE CERTIFICATION

The undersigned certifies that the provisions of Code Sections 50-24-1 through 50-24-6 of the Official Code to Georgia Annotated, related to the Drug Free Workplace have been complied with in full.

1. A drug-free workplace will be provided for the employees during the performance of the contract; and;
2. Each sub-contractor under the direction of the Contractor shall secure the following written certification:

_____ (Contractor) certifies to Chatham County that a drug-free workplace will be provided for the employees during the performance of this contract known as RFP #15-0112-1 EMERGENCY MEDICAL SERVICE PROVIDER (ZONES 3 AND 4) pursuant to paragraph (7), of subsection (B) of Code Section 50-24-3. Also, the undersigned further certifies that he/she will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

CONTRACTOR:

DATE:

NOTARY:

DATE:

**ATTACHMENT B
PROMISE OF NON-DISCRIMINATION STATEMENT**

Know All Men By These Presents, that I (We), _____, _____, _____
Name Title Name of Bidder

(herein after "Company") in consideration of the privilege to bid/or propose on the following Chatham

County project procurement (RFP 15-0112-1 EMERGENCY MEDICAL SERVICE PROVIDER

(ZONES 3 AND 4), hereby consent, covenant and agree as follows:

1. No person shall be excluded from participation in, denied the benefit of or otherwise discriminated against on the basis of race, color, national origin or gender in connection with the bid submitted to Chatham County or the performance of the contract resulting therefrom;
2. That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested with the Company, including those companies owned and controlled by racial minorities, and women;
3. In connection herewith, I (We) acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide minority and women owned companies with the maximum practicable opportunities to do business with this Company on this contract;
4. That the promises of non-discrimination as made and set forth herein shall be continuing throughout the duration of this contract with Chatham County;
5. That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made a part of and incorporated by reference in the contract which this Company may be awarded;
6. That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth above may constitute a material breach of contract entitling the County to declare the contract in default and to exercise appropriate remedies including but not limited to termination of the contract.

Signature

Date

ATTACHMENT C

DISCLOSURE OF RESPONSIBILITY STATEMENT

Failure to complete and return this information will result in your bid/offer/proposal being disqualified from further competition as non-responsive.

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contractor, subcontract, or in the performance of such contract or subcontract.

2. List any indictments or convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty which affects the responsibility of the contractor.

3. List any convictions or civil judgments under states or federal antitrust statutes.

4. List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.

5. List any prior suspensions or debarments by any governmental agency.

6. List any contracts not completed on time.

7. List any penalties imposed for time delays and/or quality of materials and workmanship.

8. List any documented violations of federal or any state labor laws, regulations, or standards, occupational safety and health rules.

I, _____ as _____
Name of individual Title & Authority

of, _____ declare under oath that

Company Name

the above statements, including any supplemental responses attached hereto, are true.

Signature

State of _____

County of _____

Subscribed and sworn to before me on this _____ day of _____

2010 by _____ representing him/herself to be

_____ of the company named

Notary Public

My Commission expires:

Resident State: _____

ATTACHMENT D

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with (name of public employer) has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with (name of public employer), contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the (name of the public employer) at the time the subcontractor(s) is retained to perform such service.

EEV / Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent

Date

(Contractor Name)

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 20__

Notary Public
My Commission Expires:

* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with (name of contractor) on behalf of (name of public employer) has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

EEV / Basic Pilot Program* User Identification Number

BY:

(Subcontractor Name)

Authorized Officer or Agent

Date

Title of Authorized Officer or Agent of Subcontractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
_____ DAY OF _____, 200_

Notary Public
My Commission Expires:

* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

ATTACHMENT D

Contractor Affidavit and Agreement

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with (name of public employer) has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA),

P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91. The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with (name of public employer), contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the (name of the public employer) at the time the subcontractor(s) is retained to perform such service.

EEV / Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

_____ DAY OF _____, 20__

Notary Public

My Commission Expires: _____

* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

ATTACHMENT E

Affidavit Verifying Status for Chatham County Benefit Application

By executing this affidavit under oath, as an applicant for a Chatham County, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my bid for a Chatham County contract for _____. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1.) _____ I am a citizen of the United States.

OR

2.) _____ I am a legal permanent resident 18 years of age or older.

OR

3.) _____ I am an otherwise qualified alien (8 § USC 1641) or non-immigrant under the Federal Immigration and Nationality Act (8 USC 1101 *et seq.*) 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant: _____ Date _____

Printed Name: _____

* _____
Alien Registration number for non-citizens.

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 20____

Notary Public
My Commission Expires:

ATTACHMENT F

**BIDDER’S CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION**

The undersigned certifies, by submission of this proposal or acceptance of this contract, that neither Contractor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency, State of Georgia, Chatham County, City of Savannah, Board of Education or local municipality. Bidder agrees that by submitting this proposal that Bidder will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Bidder or any lower tier participant is unable to certify to this statement, that participant shall attach an explanation to this document.

Certification – the above information is true and complete to the best of my knowledge and belief.

(Printed or typed Name of Signatory)

(Signature) (Date)

Purchasing Staff Member Verification

Title _____ Date:

Comments: _____

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001

ATTACHMENT G

**Chatham County
Minority and Women Business Enterprise Program
M/WBE Participation Report**

Name of Bidder: _____

Name of Project: _____ Bid No: _____

| M/WBE Firm | Type of Work | Contact Person/ Phone # | City, State | % | MBE or WBE |
|------------|--------------|----------------------------|-------------|---|------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

MBE Total _____% WBE Total _____% M/WBE Combined _____%

The undersigned should enter into a formal agreement with M/WBE Contractor identified herein for work listed in this schedule conditioned upon execution of contract with the Chatham County Board of Commissioners.

Signature _____ Print _____

Phone () _____ Fax () _____

**ATTACHMENT H
AFFIDAVIT REGARDING LOBBYING**

Each Bidder/Proposer and all proposed team members and subcontractors must sign this affidavit and the Bidder /Proposer shall submit the affidavits with their proposal confirming that there has been no contact with public officials or management staff for the purpose of influencing award of the contract. Furthermore, each individual certifies that there will be no contact with any public official prior to contract award for the purpose of influencing contract award.

The undersigned further certifies that no team member or individual has been hired or placed on the team in order to influence award of the contract. All team members are performing a commercially useful function on the project.

Failure to provide signed affidavits from all team members with your response may be cause to consider your bid/proposal non-responsive.

BY: Authorized Officer or Agent

Date

Title of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 2015

Notary Public
My Commission Expires:

My Commission expires:

Resident State: _____

LEGAL NOTICE

CC NO. 166287

Chatham County, Georgia is seeking proposals from firms qualified and interested in providing Emergency Medical Services (Zones 3 and 4) for Chatham County, Georgia-Request for Proposals No.15-0112-1.

A "Mandatory" Pre-Proposal conference will be conducted at **2:00 p.m. on November 12, 2015**, 124 Bull Street, Savannah, Georgia, to discuss the specifications and/or misunderstanding that may arise. Firms are required to attend. Proposals will not be accepted from any firm that is not represented at the "Mandatory" Pre-Proposal Conference.

Proposals are due by **5:00 P.M. on December 3, 2015** and must be mailed or hand delivered to the Chatham County Purchasing Office, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406.

A copy of this Request for Proposal is available in Chatham County Purchasing and Contracting Office, 1117 Eisenhower Drive, Suite C, Savannah, Georgia. For additional information concerning specifications, please contact Peggy Joyner Purchasing Director, at (912) 790-1626, or interested parties can download a copy of this solicitation package off the Chatham County website at www.chathamcounty.org. All firms requesting to do business with Chatham County must also register on-line at <http://purchasing.chathamcounty.org>

CHATHAM COUNTY RESERVES THE RIGHT TO REJECT ANY/AND ALL BIDS AND TO WAIVE ALL FORMALITIES. "CHATHAM COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER, M/F/H, ALL BIDDERS ARE TO BE EQUAL OPPORTUNITY EMPLOYERS".

MARGARET H. JOYNER, PURCHASING DIRECTOR
CHATHAM COUNTY, GEORGIA