

REQUEST FOR PROPOSAL (RFP)
EMERGENCY MEDICAL AMBULANCE SERVICES
FOR THE TOWN OF NEWARK VALLEY, NEW YORK

INTRODUCTION

The Town of Newark Valley, New York, is interested in receiving proposals from professional and qualified Emergency Medical Service Ambulance Providers (“contractors”) for Advanced Life Support Care (ALS) and Basic Life Support Care (BLS) to be provided within the Town of Newark Valley (the “Town”).

If you are interested in contracting with the Town to provide such services, please submit eight (8) hard copies of your proposal and qualifications by 1:00 p.m. on February 16, 2016, to Barb Mock, Town Clerk, Hutcheson Hall, at 109 Whig Street Newark Valley, NY 13811.

Questions regarding this RFP should be submitted in writing to the Town Clerk, Barb Mock, at least ten (10) days prior to the above-mentioned submission deadline date.

The Town reserves the right to interview potential contractors prior to entering into a contract. The Town reserves the right to reject all proposals. The Town reserves the right to negotiate with potential contractors. The Town reserves the right to require a Town Board member to also be on the Board of Directors of the contractor, if the contractor is a not-for-profit organization with a Board of Directors. The Town reserves the right to require specific response times and responses to a certain percentage of calls for ALS or BLS, which may be incorporated into the contract between the Town and the contractor, with specific penalties for non-compliance.

BACKGROUND

The Town seeks to contract for ALS and BLS to serve within the boundaries of the Town of Newark Valley. The Town contemplates entering into a contract for services with a contractor that has obtained a Certificate of Need that includes the Town, but the Town reserves the right to obtain a Certificate of Need and sub-contract for such services with a contractor.

SCOPE OF SERVICES

The contractor must have at least one staffed ambulance that complies with the regulations of the New York State Department of Health, Bureau of Emergency Medical Services. The contractor must maintain, at its cost and expense, such ambulances, and sufficiently trained, experienced, certified or licensed personnel to maintain, operate, and administer the services. The contractor must maintain permits and licenses for its vehicles in accordance with all applicable laws and regulations.

The contractor shall provide ALS and BLS ambulance services for purposes of treating and transporting sick or injured persons found within the boundaries of the Town, and arrange for mutual aid from other contractors of ALS and BLS.

The contractor may set forth specific response times and assurances that it will respond to a certain percentage of calls for ALS or BLS within the Town.

The contractor must agree to give the Town of monthly written report of the calls for services within the Town, the responses to such calls.

TERM AND PRICE

The minimum term will be for a period of one year. The maximum term will be for a period of two years. The Town reserves the right to negotiate options for contract renewal.

The Town reserves the right to negotiate the price with the contractor. The proposed price shall be a fixed amount each year payable in installments.

The contractor must agree to accept, subject to co-pay provisions, insurance proceeds from individuals who receive the contractors' services, as full payment for such services. The contractor must provide a proposed schedule of fees for ALS or BLS services that would be charged to individuals in receipt of services that do not have insurance coverage in place.

The contractor must supply its own vehicles, facilities, and all necessary costs for support for such vehicles and facilities, and the Town will not contribute to any costs or expenses of the contractor. The Town's sole liability for payment will be the periodic payment to the contractor.

INSURANCE

The contractor must agree to maintain insurance for commercial general liability, errors and omissions, vehicles, and collision, fire, and theft, in amounts to be agreed. The contractor must agree to indemnify and hold the Town harmless from all sources of liability and causes of action. If the Town and contractor do enter into a contract, the contractor shall have the Town named as an additional insured in the negotiated insurance policy and shall ensure that the Town receives notice of any lapse or termination of coverage.

ACCEPTANCE, REJECTION, AND NEGOTIATION OF PROPOSALS

The Town reserves the right, at its sole discretion, to accept any proposal, negotiate any proposal, even if the outcome differs from the contents of this RFP. The Town is not bound to accept any proposal, the lowest price proposal will not necessarily be accepted, and the Town reserves the right to vary the requirements in this RFP at any time.