

## REQUEST FOR PROPOSALS AMBULANCE SERVICE OPERATIONS

The EDGAR COUNTY BOARD invites qualified firms to submit proposals to operate in SPECIAL SERVICE AREA NO. 1 AMBULANCE DISTRICT.

### Proposal Requirements:

The EDGAR COUNTY BOARD (hereinafter "County") seeks to secure a contract for Emergency Medical Services at the Paramedic Level for SPECIAL SERVICE AREA NO. 1 AMBULANCE DISTRICT. The County invites proposals to be submitted to the County for the operation of Emergency Medical Services for SPECIAL SERVICE AREA NO. 1 AMBULANCE DISTRICT.

The successful bid shall be considered as the lowest and most responsible bid. Bids are due by March 8, 2024 at 4:00 p.m. in the Edgar County Clerk's Office, located at 115 W. Court St., Room J, Paris, IL. Questions may be directed to the County Clerk at 217-466-7433. The County reserves the right to reject any and all bids.

### **Proposals should include the following minimums as part of the submission:**

1. Qualifications:

The Contractor must have been in continuous business as a licensed Paramedic Ambulance Service provider for the last one (1) year and own a minimum of three (3) Paramedic vehicles with the ability to acquire vehicles required by contract by June 1, 2024.

2. Financial Stability

The County requests an approved line of credit of no less than two hundred thousand dollars (\$ 200,000) to insure financial stability and creditworthiness from an accredited financial institution to fulfill the contract.

3. Insurance:

- The Contractor is to furnish Professional Liability Insurance coverage for a minimum of \$ 2 Million Dollars. The County and SPECIAL SERVICE AREA NO. 1 AMBULANCE DISTRICT shall be listed as additional insured at the time of contract going into effect.
- At the date of contract The Contractor shall provide workman's compensation insurance as well as any and all other insurance required by law.

**All firms submitting proposals for bid should be aware of the following requirements that will be part of the contract and ensure they are able to meet all building, equipment, and personnel obligations on the date of contract.**

**The following are minimum requirements. Bidders are encouraged to state their intended level of service and expected staffing levels.**

1. Vehicles:

- The Contractor must own a minimum of three (3) Paramedic vehicles and one (1) Paramedic assist vehicle that shall be based in the SPECIAL SERVICE AREA NO. 1 AMBULANCE DISTRICT.
- The Contractor shall minimally staff two (2) Paramedic ambulances 24 hours a day / 7 days a week.
- The Contractor shall maintain all transport and non-transport vehicles in accordance with the manufacturers' recommendations. All vehicles shall be licensed by the Illinois Department of Public Health, and a copy of the licenses shall be provided. All vehicles shall comply with federal and state regulations.

2. Contract Period:

June 1, 2024 at 12:00 a.m. through October 31, 2028 at 11:59 p.m.

3. Service Area:

The Contractor shall provide and furnish Emergency Medical Services at the Paramedic Level to SPECIAL SERVICE AREA NO. 1 AMBULANCE DISTRICT within the incorporated and unincorporated areas of all municipalities within the following townships: Buck, Paris, Hunter, Stratton, Grandview, Symmes, and Elbridge.

4. Type of Service:

- The Contractor shall provide Emergency Medical Services for all of SPECIAL SERVICE AREA NO. 1 AMBULANCE DISTRICT regardless of the patient's ability to pay.
- The Contractor shall provide Paramedics licensed by the Illinois Department of Public Health and/or Basic EMT's licensed by the Illinois Department of Public Health.
- Each ambulance crew will consist of a minimum of two such individuals, only one of which may be a Basic EMT.

5. Equipment:

The Contractor is required to maintain all equipment, supplies and medications to provide Emergency Medical Services in accordance with all governmental standards.

6. Dispatch:

The County will provide 24 hour per day / 7 days a week dispatching services through its E-911 Center to The Contractor. All back-up units operated by The Contractor must have direct radio communications capability with Edgar County E-911 Center for dispatch purposes.

7. Headquarters for the Ambulance Service:

The Contractor shall maintain and own (or lease) its headquarters/ambulance bay within 2.5 miles of the Edgar County Courthouse in Paris, Illinois.

8. Mutual Aid:

- The Contractor shall have in place mutual aid agreements with other Ambulance services providing emergency response in Edgar County as well as services in the surrounding Illinois counties that are adjacent to the service area.
- Written mutual aid agreements must be signed and on file with the County Clerk and at The County's E-911 Center with contact information. To be included in this filing, a detailed plan for named back-up should be provided upon request.

9. Additional Requirements

- The Contractor shall provide an Ambulance to respond to all structure fires and HAZMAT incidents upon request by Fire Departments.
- The Contractor shall provide an Ambulance for community events such as festivals, football/basketball games when requested.
- The Contractor should partner with county first responder agencies in training exercises and provide an ambulance crew to attend joint training with county agencies when requested.
- A representative of the The Contractor should attend all County Board Meetings.
- The service that enters into this contract shall give the county a notice in writing at least one hundred twenty (120) in advance of a cessation of service or change in ownership.
- The Edgar County 911 Board may enact a 911 User Fee during the 2024 Ambulance Service Operation Agreement. For certainty of calculating expected costs for the duration of the 2024 Ambulance Service Operation Agreement, if any 911 User Fee is enacted by the Edgar County 911 Board, the Edgar County 911 Board will credit to the Contractor any charged 911 User Fee on a quarterly basis for the duration of this contract.

# Special Service Area No. 1 Ambulance Bid Submission Form

Name of Bidder \_\_\_\_\_

## MONETARY

This is the amount of tax money the bidder will need to operate an Ambulance service over the next five years. Bidders should be advised that payments will be made on quarterly basis (Aug 31<sup>st</sup>, Nov 30<sup>th</sup>, Feb 28<sup>th</sup>, May 31<sup>st</sup>)

Year 1 June 1, 2024 – May 31, 2025 \$ \_\_\_\_\_

Year 2 June 1, 2025 – May 31, 2026 \$ \_\_\_\_\_

Year 3 June 1, 2026 – May 31, 2027 \$ \_\_\_\_\_

Year 4 June 1, 2027 – May 31, 2028 \$ \_\_\_\_\_

Year 5 June 1, 2028 – October 31, 2028 \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

## BIDDER COMMENTS

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## CERTIFICATION

I certify that I have read and understand the Ambulance bid specifications for Edgar County, IL, and further certify that \_\_\_\_\_ (bidder) can meet the requirements of these bid specifications.

Dated \_\_\_\_\_

\_\_\_\_\_  
Bidder

\_\_\_\_\_  
Bidder