



City of Lincoln Park
1355 Southfield Rd.
Lincoln Park, MI 48146

INVITATION FOR PROPOSALS

The City of Lincoln Park is accepting sealed bids for **Ambulance Services** for our citizens.

Sealed bids must be returned in an envelope addressed to:

Donna Breeding, City Clerk
City of Lincoln Park
1355 Southfield
Lincoln Park Michigan, 48146

Please mark bids: “2018 Ambulance Services**”

Bids will be publicly opened and read on Wednesday, **February 28th, 2018** at 10am in Council Chambers in City Hall, located at 1355 Southfield, Lincoln Park MI. 48146.

The City reserves the right to reject any and all bids not in the best interest of the City or the Department; and further, to accept a bid higher than the low bid, when deemed by the City Council to be in the best interest of the City.

The City is except by law from any State and Federal Taxes and the bid price should not include any taxes.

The City of Lincoln Park officially distributes bid documents through the Michigan Intergovernmental Trade Network (MITN). **Copies of bid documents obtained from any other source are not considered official copies.** The City of Lincoln Park cannot guarantee the accuracy of any information not obtained from the MITN website and is not responsible for any errors contained by any information received from alternate sources. Only those vendors who obtain bid documents from the MITN system are guaranteed access to receive addendum information, if such information is issued. If you obtained this document from a source other than the source indicated, it is recommended that you register on the MITN site, www.mitn.info and obtain an official copy.

**SPECIFICATIONS FOR
2018 AMBULANCE SERVICE
FOR THE CITY OF LINCOLN PARK**

Sealed bids for furnishing Ambulance, Equipment and Related Service for the City of Lincoln Park, for the period of April 1, 2018 through March 31, 2021, according to the attached specifications also available at the City Clerk's Office, will be received at City Hall, 1355 Southfield Road, Lincoln Park, Michigan 48146. Upon both parties confirmation at the end of the three year period, an automatic one year extension shall be included.

BIDS WILL BE ACCEPTED NO LATER THAN: **3:00 p.m. on February 27 , 2018**

Bids will be opened and read at City Hall, 1355 Southfield Road, Lincoln Park, Michigan on February 28 , 2018 at 10am in Council Chambers.

WHEN SUBMITTING YOUR PROPOSAL:

PLEASE MARK ENVELOPE: "SEALED BID – 2018 AMBULANCE SERVICE"

For further inquiries regarding the specifications, please contact:

Fire Chief, Steve Martin, Lincoln Park Fire Department 313-381-1100

The City is exempt by law from any State and Federal Taxes and the bid price should not include any taxes, unless shown as a separate item and subject to full refund.

The City reserves the right to reject any or all bids, to waive any irregularities herein and to make the award in any manner deemed to be in the best interest of the City. The City will entertain alternative proposals to the specifications listed in the bid specifications.

Bidder shall note any exceptions on a separate sheet. Exceptions shall include line number and wording for exceptions.

APPENDIX A:

Specifications Ambulance Service 2018, Bid Sheet

Definition: “City” is City of Lincoln Park

After reviewing the following agreements, indicate your compliance by checking the box at the end of each.

1. The bidder agrees to comply with all local ordinances, state and federal laws, and state and federal rules, regulations and standards promulgated pursuant to law, including such ordinances, laws, rules, regulations, and standards which pertain to the licensing and regulation of ambulance services. All such ordinances, laws, rules, regulations and standards are expressly made a part of this agreement.

2. The bidder shall, at all times, maintain a minimum of two (2) State licensed advanced life support ambulances stationed within the City to provide twenty-four hour emergency ambulance service for all incidents occurring within the City or to incidents where the City has agreed to provide mutual aid response. When the bidder is requested to assist with mutual aid to another city not listed in the contract, the bidder agrees that all provisions of the contract shall apply including but not limited to sections 10, 11, 12, 13. The bidder shall hold the City harmless in the event of mutual aid response. If those ambulances are sent on calls, then another ambulance shall be sent to replace them. Additionally, the bidder shall have a minimum of two (2) ambulance stationed within five (5) miles of the City limits. The ambulances shall be licensed by the State of Michigan Department of Public Health and shall, at all times, comply with all applicable local, state and federal statutes, standards and regulations. The bidder shall not refuse to transport any patient.

3. In the event a Basic Life Support vehicle is sent to the scene of an ALS response, which requires the Fire Department personnel to accompany the patient with City ALS equipment, The bidder shall reimburse the City 100% of the amount billed to the patient minus mileage. The bidder will also provide the Fire Department with the appropriate electronic equipment and/or GPS software to track all transporting vehicles used by the bidder. The hardware and software will remain the property of the winning bidder.

4. The bidder shall provide Emergency Medical Dispatching in accordance with Wayne County Medical Control Authority Protocol for Emergency Medical Dispatch Program as Mandated Under PA 375 of 2000, Section 20919.(1) (b) as referenced in the HEMS System Protocols – Facility and Services Participation, October 1, 2013.

5. The bidder shall provide appropriate hardware and software to meet the EPCR/PCR and Transfer of Care Protocol as listed in the HEMS Systems Protocols EPCR/PCR and Transfer of Care, October 1, 2013. The hardware and software will remain the property of the successful bidder and shall be leased to the City for the duration of the contract for a nominal fee. All upgrades, technical issues and repairs of the hardware and/or software

will be the responsibility of the winning bidder. Response data shall remain the property of the City and shall be submitted to the City in an acceptable format at the end of the contract.

6. The bidder shall reimburse the City of Lincoln Park, Michigan, for services provided by the city's dispatch center that are related directly to the emergency medical service provided. The annual remittance will equal fifty percent (50%) the actual costs the City of Lincoln Park, Michigan incurs to provide the emergency medical services dispatch services. This annual remittance will be estimated at the beginning of each year during the pendency of this agreement; the estimated amount shall be paid in twelve (12) equal monthly installments to the City. At the conclusion of each year, a reconciliation process shall be undertaken to reconcile costs advanced and to ensure that the actual remittance paid for said year accurately reflects half of the actual cost.
7. Any call for ambulance services within the City or if requested by the City for mutual aid to other cities (including standby in situations deemed necessary by the Fire or Police departments which shall include standby at all home Varsity home football games, the bidder may use units assigned to the City for standby at home football games.) made to the bidder shall be deemed to be a CITY initiated call and the bidder shall respond to such calls with at least two (2) assigned personnel licensed as Advanced Life Support. For purposes of this section, "advanced life support technicians" shall be defined by M.C.L.A. Section 333.20702. The average response time for emergency calls requested by the CITY shall be eight (8) minutes or less. The City, from its dispatch records forth herein, shall determine the response time as set and the determination of the CITY shall be final. In the event the bidder is unable to respond in a timely manner to an emergency call, the bidder will be responsible for obtaining backup emergency medical service to handle the call. The bidder further agrees that such backup service shall be provided subject to, and in all cases shall comply with, all terms and conditions of all specifications. Such backup service does not relieve the bidder of its responsibility for performance under this specification. The bidder agrees to immediately notify the City of any calls it receives for emergency services within the City so police and fire-rescue services can respond if necessary.
8. The bidder will equip its vehicle and personnel with portable and mobile communications in accordance with the regulations and standards of the Michigan Department of Public Health and appropriate medical control boards. The bidder shall cause at its expense communication crystals to be placed in appropriate CITY fire department portable and mobile radios to enhance communication between responding vehicles. The bidder shall have Wireless capable printers that are able to receive data from city on scene computers.
9. The bidder shall be solely responsible for the collection of any fees due and owing to it by those persons furnished with emergency medical service. In no event will the City be liable to the bidder for services the bidder may provide. The bidder shall submit to the City its present schedule of fees and rates to be charged persons being transported or receiving services. The bidder shall retain the right to adjust fees to guarantee optimal emergency services on an equal and fair basis to all its users provided, however, the fees shall not be changed until an affirmative vote of City Council has taken place approving the proposed changes. The bidder

shall notify the City Council and the Fire Chief, in writing, of any proposed change in rates at least thirty days (30) before the changes are to become effective.

10. The bidder will issue for each calendar month (the "Report Month") a monthly report, on a form approved by the City Fire Chief, of all responses for emergency medical transportation that have been performed within the City (the "Monthly Report") and such information as the Fire Chief shall deem necessary.

11. The bidder shall provide in-house emergency medical care and medical transportation of prisoners and mental patients within and under the control of the each City Police Department at no additional charge to the City, but can bill the prisoner or mental patient for the expense.

11. The bidder will return or replace all Fire Department equipment that is transported with a patient to a medical facility. Equipment must be returned to the Fire Departments within a reasonable time after the emergency (said reasonable time not to exceed 72 hours) and if the equipment is not returned, it shall be replaced with new equipment of the Fire Chief's specification.

12. Insurance: The bidder further agrees to secure and maintain, at all times, the following insurance coverage (13, 14, 15, 16, 17, 18, 19, 20, and 21) at its sole expense. The bidder shall file with the City, upon the execution of the Agreement, Certificates which are in full compliance with the Agreement.

13. The City, its agents, employees, and elected officials shall be listed as additional, named insured on all policies listed below (except for workers' compensation insurance). The following insurance coverage shall be maintained at all times by the bidder.

14. The bidder's workers' compensation insurance shall comply with Michigan statutory limits and employers' liability insurance with limits of Three Hundred Thousand (\$300,000.00) Dollars each accident.

15. The bidder's comprehensive general liability insurance of One Million (\$1,000,000.00) Dollars combined single limit for bodily injury, personal injury and property damage each occurrence, including contractual liability covered in paragraph 18.

16. The bidder's comprehensive general automobile liability insurance, the Michigan No-Fault benefits coverage, and property damage for each occurrence; and Three Hundred Thousand (\$300,000.00) Dollars excess liability bodily injury and property damage combined each occurrence.

17. The City shall be named as an additional insured on the bidder's general liability insurance and, with respect to the operations performed for the City by the bidder, on the bidder's automobile liability insurance.

18. The bidder shall procure and maintain, at all times as part of all of its insurance policies, a certificate of insurance and each of the aforementioned policies shall contain a clause whereby the City, as certified holder, is notified in writing at least thirty days (30) prior to any material change, expiration, or cancellation in said policy.
19. The insurance policies the bidder is required to maintain under this Agreement shall be available for review by the City's authorized representatives during reasonable business hours.
20. The bidder agrees to hold-harmless, defend and indemnify the City against all claims, costs and expenses for damage arising directly or indirectly out of the bidder duties and obligations.
21. Performance Bond: Upon the execution of this Agreement, the bidder shall present to the City, and maintain at all times, a performance bond in the amount of Twenty-Five Thousand (\$25,000.00) Dollars, conditioned upon the full performance of its obligations under this agreement.
22. All perishable medical supplies, i.e. bandages, wraps, saline, immobilization or airway maintenance items, and similar materials provided by the Fire Department personnel responding to medical emergencies or ALS first responder emergencies which result in transport, shall be replaced by the ambulance company.
23. The bidder will submit with its bid, a current financial statement certified by an independent auditor.
24. The bidder agrees to quarterly meetings with the City to review all complaints.
25. The bidder agrees that either party may cancel the agreement on the first of the month following a ninety (90) days written notification.
26. It is not the intent of either party that any remuneration, benefit or privilege provided for under the agreement shall influence or in any way be based on the referral or recommended referral by either party of patients to the other party or its affiliated providers, if any, or the purchasing, leasing, or ordering of any services other than the specific services described in the agreement. Payments specified in the bid are to be consistent with a fair market value for services provided.

City of Lincoln Park Ambulance Bid Sheet

Due: 2/27/18

Charges to each person to whom ambulance service has been provided shall be as follows:

	1 st year	2 nd year	3 rd year
Basic Life Support	_____	_____	_____
Advanced Life Support	_____	_____	_____
Loading Fee	_____	_____	_____
Per load Mile Emergency	_____	_____	_____
Per load Mile Non-Emergency	_____	_____	_____

Provide number of years' experience in general area: _____

Provide information on services, which consist of Basic Life Support & Advance Life Support:

Additional Option: Provide additional pricing for a minimum of 3 ambulances:

1st year	2nd year	3rd year
_____	_____	_____

The Bidder is to submit financial statements with bid.

Company Name

Authorizing Signature

Address

Name & Title (Please type or print)

City/State/Zip

Telephone Number