

***** Public Notice *****

**Crawford County Illinois would like to offer an
Invitation to submit for Ambulance Service.**

**Information outlining Ambulance Services RFP
will be available upon request or downloaded from the
www.crawfordcountycentral.com website.**

**Information may be obtained from the Crawford County
Clerk's office. 618-546-1212, or in person at
100 S. Douglas St. Robinson IL 62454.**

Office hours are between the hours of 8am and 4pm M-F.

**Proposals must be returned no later than 4pm on
February 21st and addressed to the Chairman of the
Crawford County Ambulance Committee % Clint Williamson.**

**Inquiries may be made to the County Clerk's office or the
Honorable Clint Williamson at 618-562-5857.**

Crawford County
AMBULANCE COMMITTEE

Ambulance Service

Request for Proposal February 2020

The Crawford County Board Ambulance Committee is seeking proposals from qualified contractors for Paramedic ALS support Ambulance Services.

Service for this proposal will begin on Midnight March 29th, 2020.

The Crawford County Ambulance Committee will accept proposals to provide **Emergency Ambulance Service** in Crawford County. Proposals must be received by Friday, February 22, 2020. Late proposals will not be considered or returned.

Comments, questions and proposals should be delivered to

**Crawford County Board
% Ambulance Committee
Attn: Clint Williamson
PO Box 616
Robinson IL 62454
618-546-1212**

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DEFINITIONS

The term “ALS” shall refer to “Advanced Life Support” (“ALS”) qualified crews and equipments, as defined in 210 ILCS 50/3.10(a).

The term “BLS” shall refer to “Basic Life Support” (“BLS”) assistant to qualified crews and equipments, as defined in 210 ILCS 50/3.10(a).

The terms “contractor”, “organization”, “providers”, and “contractor” shall all refer to the service provider to be selected pursuant to this RFP.

The term “Ambulance Committee” shall refer to Crawford County Ambulance Committee, which is a committee that falls under the Crawford County Board.

The term “contract” shall refer to the emergency ambulance services contract that will be drawn up from this RFP. The successful Contractor will be expected to execute the contract when presented.

The term “SOP” refers to the Contractor's standard operating procedures manual detailing the plan of service for Crawford County.

SECTION 1 GENERAL TERMS AND CONDITIONS

1.1 ADDITIONAL INFORMATION. Information about Crawford County may be obtained on the internet www.Crawfordcountycentral.com. Or in the near future www.crawfordcountycentral.org Contractors should carefully examine the entire RFP, and addenda thereto, and all related reference materials and data referenced in this RFP. Contractor will be presumed to be familiar with all specifications and requirements of this RFP. The failure or omission to examine any form, instrument or document will in no way relieve contractors from any obligation with respect to this proposal. County Officials will provide any information at the request of the contractor unless it shall put an undue burden on the County Officials to research this information. However, at the end of the day the Contractor will be responsible for any information collected, and the county not held responsible.

1.2 COMMUNICATION. Any questions regarding the RFP should be submitted to Crawford County Board Attn: Ambulance Committee Chairperson. 618-546-1212.

1.3 CONFLICTS OF INTEREST. Contractor must disclose any potential conflicts of interest that the contractor may have due to other clients, contracts, or interest associated with the services under this RFP.

1.4 PAYMENTS WILL BE ON THE FIRST BUSINESS DAY OF THE MONTH.
Contractors are Advised that payments will be on a monthly basis

1.5 ACCEPTANCE. Contractors shall hold their price firm and subject to acceptance by the Committee for the length of the contract.

1.6 AWARD. While the Committee is entertaining contracts for these services, it will not be bound to award a contract.

- Award will be made to the contractor offering the most advantageous proposal. The criteria are not listed in any order of preference.
- The Committee will contact and evaluate the contractor's references; contact any contractor to clarify any response; contact any current users of a contractor's services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process.
- The Committee will not be obligated to accept the lowest priced proposal, but will make an award in the best interests of the Committee after all factors have been evaluated.
- The Committee will make a recommendation to the County Board who will be the sole judge of the successful offers hereunder. The County Board reserves the right to award a contract to other than the contractor submitting the lowest total price and to negotiate with any or all contractors. Contractors are advised that it is possible that an award may be made without discussion or any contact concerning the proposals received. Accordingly, proposals should contain the most favorable terms from a price and technical standpoint, which the contractor can submit to the committee. **DO NOT ASSUME** that you will be contacted or afforded an opportunity to clarify, discuss, or revise your proposal.
- Award will be by means of a written agreement with the successful contractor. A

notification of Intent to Award may be sent to any contractor selected. Negotiations will be confidential and not subject to disclosure to competing contractors unless an agreement is reached.

- This Request for Proposals is being administered by Crawford County Board. the coverage areas and response times listed herein may change according to Committee membership, and we, therefore, reserve the right to negotiate the terms and coverage areas based upon the ultimate make-up of the Committee.

1.7 PROOF OF FINANCIAL AND BUSINESS CAPABILITY. Contractors must supply the most recent audited and certified financial statement of the corporation, as satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these specifications. The Committee will make the final determination as to the contractor's ability.

1.8 CONTRACTOR DEFAULT. The Committee reserves the right, in case of contractor default, to procure the services from other sources and hold the defaulting contractor responsible for any excess costs occasioned thereby.

1.9 RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS. It is the responsibility of the prospective contractor to review the entire RFP packet and to notify the Committee if the specifications are formulated in the manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications or proposal procedures must be received in the Committee not fewer than ten (10) business days prior to the time set for proposal opening. These requirements also apply to specifications that are ambiguous.

1.10 PROPOSAL ORIGINAL AND COPIES. The Committee requires that the contractor submits two signed originals. The package containing the proposal must be sealed and marked with the contractor's name and "**Confidential - Ambulances Services - RFP - Ambulance Service Contract.**"

- **COVER LETTER AND SIGNING OF PROPOSALS.** A cover letter, which will be considered an integral part of the proposal, must be signed by individual(s) who is (are) authorized to contractually bind the contractor(s). Each signature must indicate the classification or position that the individual holds in the firm. The cover letter must designate a person or persons who may be contacted during the period of evaluation with questions or contract issues. For each listed individual, include the name, title, address, telephone number, fax number and email address.
- **WAIVING OF INFORMALITIES.** The Committee reserves the right to waive minor informalities or technicalities when it is in the best interests of the Committee. If discrepancies between sections or other errors are found in a proposal, the Committee may reject the proposal; however, the Committee may, at its sole option, correct any arithmetical errors in price. The committee may waive any immaterial deviation or defect in a proposal. The Committee's waiver of an immaterial deviation or defect will in no way modify the RFP documents or excuse the contractor from full compliance with the RFP requirements, if awarded a contract.

- **SUBCONTRACTING.** The Committee will award this proposal to one contractor. The successful contractor may not subcontract the award.

1.11 DECLARATIVE STATEMENTS. Any statement or words (i.e., must, shall, will etc.) are declarative statements and the contractor must comply with the condition. Failure to comply with any such condition may result in the proposal being non-responsive and disqualified.

1.12 PROPOSAL FORMAT. The Committee reserves the right to use all pertinent information (also learned from sources other than disclosed in the RFP process) that might affect the Committee's judgment as to the appropriateness of an award to the best-evaluated contractor. This information may be appended to the proposal evaluation process results. Information on a service provider from reliable sources, and not within the service provider's proposal, may also be noted and made part of the evaluation file. The Committee shall have sole responsibility for determining a reliable source. The Committee reserves the right to conduct written and/or oral discussions/interviews after the proposal opening. The purpose of such discussions/interviews is to provide clarification and additional information to make an award that is in the best interest of the Committee.

1.13 OMISSION OF INFORMATION. Contractors are hereby cautioned that failure to include any information requested may be just cause for rejection of proposal.

1.14 PRICING. It is the desire of the Committee to pay, little if no subsidy, but the Contractor shall provide a proposed cost, if any, for each option in accordance with this RFP attached hereto and incorporated by reference.

1.15 RFP SCHEDULE. RFP issue date is January 29th, 2020. RFP due date and time is 4:00pm Friday February 21st, 2020.

SECTION 2 OBLIGATIONS, RIGHTS AND REMEDIES

2.1 CONTRACT TERMS. The contents of the proposal of the successful contractor will become contractual obligations and failure to accept these obligations in a contractual agreement may result in cancellation of the award. The RFP and proposals shall be attached as part of the contract ("Contract") between the Committee and the selected contractor. The Committee reserves the right to negotiate other terms and conditions it deems appropriate and necessary under the circumstances to protect the public's trust.

2.2 INCORPORATION. All specifications, drawings, technical information, the RFP, the proposal, award and similar items referred to or attached or which are the basis for the contract are deemed incorporated by reference as if set out fully in this RFP.

2.3 ALTERATIONS OR AMENDMENTS. No alterations, amendments, changes, modification or additions to the contract shall be binding on the Committee without the prior written approval of the Committee.

- 2.4 ASSIGNMENT.** Contractor shall not assign or sub-contract the contract, its obligations or rights hereunder to any party, company, partnership, incorporation or person.
- 2.5 WARRANTY.** Contractor warrants to the Committee that all services rendered shall conform to the specifications, proposal or other descriptions furnished or incorporated by reference. Contractor extends to the Committee all warranties allowed under Illinois state law.
- 2.6 REMEDIES.** The Committee shall have rights and remedies afforded under Illinois law in contract and in tort, including but not limited to rejection of goods, rescission, right of set-off, refund, incidental, consequential and compensatory damages and reasonable attorneys' fees.
- 2.7 SEVERABILITY.** If any provision of the contract is declared illegal, void or unenforceable, the remaining provisions shall not be affected but shall remain in force and in effect.
- 2.8 GOVERNING LAW.** The laws of the State of Illinois shall govern the contract, and all obligations of the parties are to be performed in Crawford County, Illinois. The Circuit Court of Crawford County, Illinois shall have exclusive and concurrent jurisdiction of disputes that arise under the Contract.
- 2.9 DEFAULT.** If Contractor fails to perform or comply with any provision of the Contract or the terms or conditions of any documents referenced and made a part hereof, the Committee may terminate the contract, in whole or in part, and may consider such failure or noncompliance a breach of contract. The Committee expressly retains all its rights and remedies provided by law in case of such breach, and no action by the Committee shall constitute a waiver of any such rights or remedies. In the event of termination for default, the Committee reserves the right to purchase its requirements elsewhere, with or without competitive proposals.
- 2.10 COMPLIANCE WITH ALL LAWS.** Contractor is assumed to be familiar with and agrees to observe and comply with all federal, state, and local laws, statutes, ordinances, and all regulations in any manner affecting the provision of goods and/or services, and all instructions and prohibitive orders issued regarding this work and shall obtain all necessary permits.
- 2.11 INDEMNIFICATION AND HOLD HARMLESS.** Contractor shall indemnify, defend, save and hold harmless the Crawford County Government. Its officers, members and agents from all suits, claims, actions or damages of any nature brought because of, arising out of, or due to breach of the contract by Contractor, its subcontractors, suppliers, agents, or employees or due to any negligent act or occurrence or any omission or commission of Contractor, its subcontractors, suppliers, agents or employees.
- 2.12 RIGHT TO INSPECT.** The Ambulance Committee or its designees, reserve the right to make periodic inspections regarding the manner and means in which the services are performed.

2.13 NONDISCRIMINATION AND NON-CONFLICT STATEMENT. Contractor agrees that no person on the grounds of handicap, age, race, color, religion, sex, sexual orientation or national origin, shall be executed from participation in, or be denied benefits of, or be otherwise subjected to discrimination in the performance of the contract, or in the employment practices of Contractor. Contractor shall upon request show proof of such non-discrimination and shall post in conspicuous places available to all employees and applicants notices of nondiscrimination. Contractor covenants that it complies with the Fair Wage and Hour Laws, the National Labor Relations Act, and other federal and state employment laws as applicable Contractor covenants that it does not engage in any illegal employment practices.

- Contractor covenants that it has no public or private interest, and shall not acquire directly or indirectly and interest that would conflict in any manner with the provision of its goods or performance of its services. Contractor warrants that no part of the total contract amount provided herein shall be paid directly or indirectly to any officer, member or employee of the Committee as wages, compensation, or gifts in exchange for acting as officer, agent, employee, subcontractor or consultant to Contractor in connection with any goods provided or work contemplated or performed relative to the Contract.

2.14 BOOKS AND RECORDS. Contractor shall maintain all books, documents, accounting records (these shall include all Vehicle and Equipment Maintenance Records, Employee training records and employee license records) and other evidence pertaining to the services provided under the contract and make sure materials available at its offices at all reasonable times during the contract period and for three (3) years from the date of the final payment under the contract period for inspection by Committee or by any other governmental entity or agency participating in the funding of the contract, or any authorized agents thereof; copies of said records to be furnished if requested. To maintain an up to date copy of the Contractors Certificate of Insurance at all times. Such records shall not include those books, documents and accounting records that represent the Contractor's cost of acquiring or delivering the services governed by the contract.

2.15 COSTS TO COUNTY INFRASTRUCTURE. Beginning 2 years from the implementation of this contract the Contractor will be billed for use of the 911 dispatch system. Since the system is supported by funds from taxing bodies and providing services to a for profit business (Contractor) a cost of \$15 per call will be charged to the Contractor at the end of each month.

SECTION 3 SPECIAL TERMS AND CONDITIONS

3.1 EXPECTATIONS. This contract requires the highest levels of performance and reliability, and the mere demonstration of effort, even diligent and well-intentioned effort, shall not substitute for performance results. Specifically:

1. All offers must be firm for a minimum of 90 days after the February 22nd, 2020 deadline.

2. The Crawford County 911 Dispatch Center will be responsible for dispatch of ambulances under the contract.
3. Paramedic/Advanced Life Support (ALS) service will be available to the service region 24 hours per day, 7 days per week.
4. Clinical performance must be consistent with approved medical standards and protocols and guidelines set forth by the State of Illinois.
5. The conduct of personnel must be professional and courteous at all times.
6. There must be an unrelenting effort to detect and correct performance deficiencies and to continuously upgrade the performance and reliability of the entire EMS system.
7. Clinical and response time performance must be extremely reliable, with equipment failure and human error held to an absolute minimum through constant attention to performance, protocol, procedure, performance auditing, and prompt and definitive corrective action.
8. The most important aspect of this procurement is the fact that this procurement will result in the award of a performance-based contract. A contractor who fails to perform must and shall be promptly replaced, because human lives, and not merely inconvenience or money, are at stake. In accepting a Contractor's offer, the Committee neither accepts nor rejects the Contractor's level-of-effort estimates; rather, the Committee accepts the Contractor's promise to employ whatever level-of-effort is necessary to achieve the clinical, response time, and other performance standards required by the terms of the Contract.

3.2 INTENT.

3.2.1 The intent of this RFP is to receive proposals to provide 911 Emergency care and transport with Paramedic/Advanced Life Support (ALS) support 24/7 for the service area. The Committee is seeking the highest quality, most reliable paramedic ambulance services at the most reasonable price. Proposals not meeting this intent will be considered unresponsive.

3.2.2 The successful Contractor shall be responsible for providing staffed ambulances for response to 911 calls for emergency and request throughout the Committee coverage areas 24/7.

3.2.3 In this procurement, the Committee desires clinical excellence, superb response time performance, cost containment, and a professional and courteous image. Under the contract, the relationship between the Committee and the Contractor should always be one of cooperation and not conflict. The services shall include, but not be limited to, the management and operation of all ambulances. Additionally, the service shall include medical supply purchasing, all fleet maintenance, and public education.

3.3 MINIMUM REQUIREMENTS. Successful proposals will include, at a minimum, the following:

3.3.1 GENERAL DUTIES

1. Contractor must maintain compliance with all Illinois licenses, permits, laws, rules. The contractor must ensure all medical certifications for their employees are up to date and are adequate for the jobs they are assigned.
2. Contractor must provide and pay for all administration, insurance, professional expertise, labor, materials, vehicles, and equipment necessary to respond to all emergency calls referred to the Contractor by the Committee. The Contractor must allow ambulances and crews to be dispatched and monitored by Crawford County 911 Dispatch Center.
3. The Contractor will be responsible for supplying vehicles, equipment and supplies, radios that meet or exceed standards for inter-operable communications with Crawford County emergency services. Standard operating radio codes will be supplied by the Crawford County Emergency Management office. All vehicles and equipment shall be fully operational when placed in service initially and throughout the term of the contract for response to public needs.
4. The Contractor must apply for, secure, and renew all licenses, permits, certificates or similar government approvals which are or may be required by applicable law. The Contractor must provide copies of all licenses to the Committee.
5. The Contractor must accept assignment of Medicare benefits as payment and shall not bill Medicare beneficiaries for any additional amount except as permitted by the Medicare Guidelines for the acceptance of assignment.
6. The Contractor must make emergency services (as defined in this RFP) available to all persons within the service area defined in the Contract.
7. The Contractor must participate and comply with the Crawford County Hazard Mitigation Plan, Crawford County Disaster Plan, Crawford County Hazardous Materials Plan, or successor plans adopted and approved by Crawford County Board whenever the provisions of such plan or plans are in effect. The Contractor will participate in the Crawford County Local Emergency Planning Committee.
8. The Contractor further agrees to participate in at least one (1) declared community disaster drill per calendar year.
9. The Contractor will develop excellent community relationships and if possible, provide during, on a non-dedicated basis, at no additional cost, standby coverage at school sporting events and if possible, community activities. Unless it would create undo, expenses or staffing issues to achieve this goal.

10. The Contractor shall provide a minimum of three (3) fully staffed, ambulances. The personnel for 2 of the ambulances shall be available to dispatch at all times. The staff must consist of at least one Paramedic/ALS certified personnel at the base of operations unless the 3rd ambulance leaves. A crew may be available with BLS Certification to be utilized for non-Emergency transfers and in nonlife threatening situations. If the situation meets these criteria and can be worked out. Statistics over the past couple years have been approximately 35% ALS runs and 65% non-life threatening.
11. The fleet office shall be located within 2.5 miles of the County courthouse. Whenever said ambulance is dispatched, the contractor shall promptly call in a third crew to be on standby and act as the second ambulance, from one of its other service areas or from staff who are on call as a backup.
12. The Contractor shall respond if possible, to any working structure fire to which the Municipality Fire Department has been dispatched within Crawford County "E 911" system response area. This requirement shall not apply to mutual aid responses by either fire department outside of its normally designated response area. Further, Contractor shall respond to any other emergency situation at the request of the Incident Commander of either fire department.
13. The Contractor shall have the ability to handle three (3) simultaneous ALS situations within the County and an acceptable strategy for handling additional situations beyond this minimum 24 hours per day/seven days per week.
14. The Contractor's Operator Certification must be maintained for the duration of this agreement including renewals or extensions. Contractor must notify the County immediately of the revocation or loss of said certification.

3.3.2 TRANSPORT

- The Contractor must provide emergency services from the scene to the appropriate health care facility. This includes all persons in the service area. The Contractor shall transport any emergency patient to the health care facility of their choice, if applicable, and without regard for affiliation between the Contractor and the health care facility.
- The Contractor shall use discretion while responding to non-emergency dispatches or requests for "transport/transfer," This may be a situation that a fully stocked ambulance with a BLS crew may be able to respond. It should be done at the direction of the Crawford County 911 Dispatch Center or in mutual aid or other response as required by statute. This prohibition against non-emergency response shall not apply to response assets available in excess of the minimum requirements set out herein.

3.3.3 COMMUNICATIONS EQUIPMENT

- The Contractor shall supply and maintain fully operational vehicle and portable radios as required for it to perform hereunder. All radios shall operate on frequencies required in the Crawford County EMS communications Plan.

3.3.4 RESPONSE TIME

1. As used herein, the term emergency request shall include any response by the Contractor under the contract on an emergency service request received by the Contractor from Crawford County 911 Dispatch Center or a call received directly from the public within the service area.
2. Response to emergency requests shall be determined the moment the Contractor's ambulance is notified of the emergency service request. The Contractor has a duty to immediately notify Crawford County 911 Dispatch that they are responding to an emergency service request.
3. A goal for the average response time within the boundaries of Crawford County, excluding in climate weather, is to be at the location within 10 minutes for the "first and second -out" unit. Additional time, as appropriate, will be allowed for "third-out" units responding from other service areas, but response shall be as quickly as practicable.
4. Quarterly detailed incident response time reports will be presented to the entire County Board at a regularly scheduled meeting. The information will be maintained on file for at least 5 years and available at any time for the Ambulance Committee's review upon request of it.

3.3.5 PERSONNEL

1. The Contractor should attempt to employ individuals with local knowledge and experience.
2. The parties understand that the EMS System requires professional and courteous conduct at all times from Contractor's field personnel, middle management, and top executives. The Contractor shall employ highly trained EMT personnel and support staff to provide patient care and to operate Contractor's vehicles and equipment.
3. Each EMT shall be physically capable of performing the tasks assigned by the Contractor, shall be clean in dress and person, and shall display their name in an appropriate manner visible to the patient. The Contractor shall have a defined, written dress code and any of Contractor's employees who operate under the contract shall conform to that code.
4. As licensing and training requirements change, the cost of such training or education shall be the sole responsibility of the Contractor or its employees.

5. Contractor shall supply the Committee an emergency management contact list.

3.3.6 QUALITY IMPROVEMENT & MITIGATION PROGRAMS

- The Contractor shall develop and have in place a comprehensive quality Improvement program for the EMS System and provide a copy of such program and implementation to the EMS QRC prior to commencement of the contract. This should also address a weather mitigation plan, to minimize response times, and decrease injuries when threatening weather is approaching.

3.3.7 FIRST RESPONDERS

1. The Contractor shall cooperate and coordinate its activities and services with any and all First Responder's services, the primary goal being to enhance patient care through mutual cooperation. The Contractor shall provide an on-scene exchange of disposable medical supplies used by the First Responders at no charge.
2. The first agency on the scene shall have primary responsibility for patient care until such time as care is turned over to the Contractor. The highest-ranking fire department member on the scene shall have scene control as Incident Commander.

3.3.8 MINIMUM INSURANCE REQUIREMENTS

1. The Contractor shall purchase and provide, in a company or companies licensed to do business in the State of Illinois, such insurance as will protect the Committee from claims which may arise or result from the Contractor's operations under the contract, whether such operations are performed by Contractor or by any subcontractor, or by anyone directly or indirectly employed by any of them, or by anyone for whose acts the Contractor or subcontractor may be liable.
2. The insurance required shall be written for not less than any limits or liability specified below or required by law, whichever is greater. All policies shall provide for 30-day notice to the Committee of cancellation or alternation in coverage. The Contractor shall maintain through the life of the contract insurance, through insurers rated A- or better by A.M. Best at minimum amounts as determined by Illinois statutes or any others that may be required by Illinois Statutes:
 - Occurrence/\$2,000,000.00/Aggregate general commercial liability insurance.
 - \$1,000,000 automobile liability.
 - Occurrence or Aggregate professional liability (claims

made basis); and Occurrence/\$5,000,000 Aggregate excess umbrella liability coverage.

- Professional medical malpractice insurance as required by law.
- The contractor will be responsible for maintaining Worker's compensation insurance coverage on its employees in an amount as required by law.
- Personal injury protection (PIP) or medical payment coverage as required by law.

3.4 OVERVIEW OF THE COUNTY AND EMS STATISTICS.

3.4.1 The Committee's contract service area consists of everything inside the boundaries of Crawford County. This includes an area of approximately 446 square miles and a permanent population of approximately 19,000 residents.

3.4.2 The contract will be an exclusive E-911 emergency service contract **with fully staffed paramedic ALS and in some cases BLS service support 24/7.**

3.5 USE OWN EXPERTISE AND JUDGEMENT.

3.5.1 Contractor is specifically advised to use its own best expertise and professional judgment in deciding upon the methods to be employed to achieve and maintain the high performance required under the contract. An example of this is when a contractor makes the decision to send out a BLS crew in the case of a nonemergency transfer. By "methods", the Committee means compensation programs, shift schedules, personnel policies, supervisory structures, fluid vehicle deployment techniques, and other internal matters which, taken together, comprise each Contractor's own strategies and tactics for getting the job done.

3.5.2 The Committee hopes to promote innovation, efficiency, and superior levels of high performance.

3.6 COSTS INCURRED IN RESPONDING.

3.6.1 Committee will not pay any costs incurred in proposal preparation, presentation, demonstration or negotiation, nor does it commit to procure or contract for any services. All costs of proposal preparation will be assumed by the contractor.

3.6.2 It is understood that all proposals, inquiries, and correspondence relating to this RFP and all reports, charts, displays, schedules, exhibits, and other documentation will be come the property of the Committee when received by the Committee and may be considered public information under applicable law.

3.6.3 The Committee assumes no liability for any costs incurred by contractors throughout the entire selection process.

3.7 ADDITIONAL INFORMATION

3.7.1 The award will be made to the most responsible, responsive and reliable contractor proposing not necessarily the lowest overall cost but the best service to the Committee and the jurisdictions.

3.7.2 The Committee will contract with a single entity for emergency ambulance service.

3.7.3 The Committee may schedule site visits to the Contractor's facilities or a current operational site in order to assess the capability and ability of the Contractor to fulfill the requirements of this RFP.

3.7.4 The Committee reserves the right to cancel this solicitation at any time, prior to or after the submittal deadline.

3.7.5 Contractors may be invited to make oral presentations to the County Board, Ambulance Committee and any interested parties.

3.7.6 The Contractor will agree to transport Inmates from the County Jail to the local Hospital for a cost no more than \$450.

3.8 TERM. The contract shall commence 00:00:01 AM, March 30, 2020 through 24:00 hours November 30, 20__.

3.9 PERFORMANCE REVIEW

3.9.1 The Committee shall conduct quarterly Performance evaluations for the first 12 months and thereafter annual performance evaluations of the performance of the Contract utilizing criteria the Committee determines to be relevant. This will include but not limited to issues of mere compliance with the terms of the contract.

3.9.2 The Contractor's performance should exceed the minimum requirements of the contract.

3.10 RENEWAL OPTION

3.10.1 The contract may be renewed for up to two (2) additional one (1) year terms upon written agreement of the parties. This option shall be exercised only if the Contractor is successful in completing the Performance Reviews outlined above and in the contract.

3.10.2 Renewal price will be negotiated and implemented before the close of this contract for each of the 1-year renewals. As provided within the contract.

3.11 COMPENSATION

3.11.1 No additional charges will be allowed unless so specified in the RFP.

3.12 INTERPRETATIONS AND CLARIFICATIONS

3.12.1 No oral interpretations will be made to any Contractors as to the meaning of specifications or any other contract documents. All addenda shall become part of the contract documents.

3.14 CONFIDENTIAL AND PROPRIETARY DATA. All materials received relative to this RFP will be kept confidential, until such time an award is made, or the RFP is cancelled, at which time all materials received may be made available to the public. Proposals received will be subject to the State of Illinois Freedom of Information Act. Contractors should mark information they consider proprietary or confidential in the event it is exempt from the requirements of the Act. Vendor presentations will be an open public meeting.

SECTION 4: PROPOSAL FORMAT - To facilitate the review process, the following guidelines shall be adhered to:

4.1 AN INTRODUCTION TO THE PROPOSAL - Contractors should provide a brief understanding of the Committee's needs and the Contractor's capability to perform the services described in this RFP.

4.2 A SIGNED STATEMENT AUTHORIZING SUBMISSION OF THE PROPOSAL

4.3 CONTRACTOR INFORMATION - Name, address, e-mail, contact person, telephone number, fax number, and Contractor's US Tax ID Number.

4.4 CONTRACTOR AND COMPANY HISTORY - Years in business, nature of business, location of business, location of headquarters, number of employees, nature of business plan (in relation to continued growth). Please provide list of relevant licenses and permits.

4.5 FINANCIAL INFORMATION - Please attach an audited financial statement for the preceding three (3) years. Proof of financial stability must be provided on demand.

4.6 COST PROPOSAL - Contractor's cost proposal shall include the cost to provide service to the entire service area. Cost proposals shall be cumulative for the _____ year contract period. No additional charges shall be allowed unless so specified in the RFP

4.7 INITIALED COPY OF ORIGINAL RFP - Attach an initialed copy of the original RFP to the proposal Contractor shall initial next to each bold type header to signify completion or understanding of that requirement.

4.8 PROPOSED OPERATIONS PLAN - Location of in-service equipment, location of standby equipment and crews, number and types of ambulances, nature of certification of crews, detailed list of skills & services to be provided.

4.9 OTHER DOCUMENTS - SOP, mutual aid agreements, billing schedule, current/recent contracts for similar service, history of complaints, and run volume by municipality.

SECTION 5: PROPOSAL EVALUATION AND REVIEW PROCESS

- 5.1 The Committee shall review all the submitted RFP's. The Committee will recommend one contractor to the Crawford County Board by the Ambulance Committee.
- 5.2 The recommended Contractor proposal will be approved by the entire County Board.
- 5.3 The Committee reserves the right to accept or reject any and/or all proposals.

SECTION 6: TIMELINE

- January 29th, 2020 – Release of RFP
- February 21, 2020 - Deadline for receipt of proposals by 4:00 pm.
- March 5th, 2020 - Recommendation to the County Board following an interview Process of all the applicants, this will be conducted at a County Board meeting.
- Estimated date of March 5, 2020 6PM – Contract will be awarded and signed at a meeting of the County Board.
- Midnight March 29, 2020, the new contract will begin.

There should be 6 separate pages accompanying this RFP:

- Ambulance calls by CMH.
- Ambulance response by day & time.
- Ambulance summary by town.
- Ambulance response from County Jail.
- Potential sites for Ambulance fleet.
- Public notice for Ambulance service RFP.

The 2018 - 2019 ambulance agreement and addendum may be obtained upon request to the County Clerks office.

Revised 1/30/20 DWF

Potential sites for Ambulance Office

Currently there is no location for the ambulance fleet to be housed. This is referenced in section 3.3 – 12 of the RFP.

There are potentially 3 locates that have expressed a desire to rent to an ambulance service. It is the Contractors responsibilities to find a location. There are many possibilities for the Ambulance fleet. But these people expressed a desire to help out and the locations were gained by word of mouth, I will list them in the order that they appear to be the most readily available. This through the eyes and opinion of someone who knows nothing about ambulances,

The 3 that have offered are:

The Commercium building located approximately 2 blocks south of the Courthouse. 301 South Cross St. Robinson IL. The contact person is Nikki Aidrich Reality 618-62-6454
This is the old location for the Ambulance service. It is dated and currently has no heated bays for the ambulances. The living quarters are heated and so is the office. The owners will provide heat for the bays depending on the length of contract and rental amount.

A portion of the "Best One tire store" located at 1708 West Main St., Robinson. It is located on the West end of town. Tony Hamilton is the contact person 618-544-3811
The portion of the building available for rent has a very large heated bay with the doors facing east. The building already has an office and one restroom. It is across the street from one of the Hotels in Robinson. It currently has no living quarters, showers, or 2nd restroom.

The old "Hayden's glass & steel building" located at 600 North Jackson Street. The building is actually for sale and the owner would rather sell it. They have offered to rent the building to an ambulance service. A portion of it (2) bay doors facing west are heated. There are several other bay doors none of which are heated, 2 bathrooms, No shower and no living quarters. There is space to build living quarters on the second floor. There are already offices and Contact person is Jim McKinney @ McKinney reality 618-546-1508.

Seasoned EMT's have suggested Potential Ambulance fleets should focus on properties north of the railroad tracks. This may factor into response times to the local Hospital.

The purpose of this list of potential sites is not to direct potential services to a particular place, only a convenience for out of town contractors who may not have the time to dedicate to finding a location. I am sure with public advertising; other locations could be found.

Thank you
David Fulling

1/08/20
9:06

Crawford County Sheriff Office
CAD Calls by Day and Time

hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
00:00-00:59	5	10	10	12	7	10	10	64
01:00-01:59	7	7	7	2	9	9	10	51
02:00-02:59	4	6	4	6	6	8	7	41
03:00-03:59	3	5	5	4	6	6	8	37
04:00-04:59	6	6	5	5	6	4	6	38
05:00-05:59	1	13	7	5	8	7	7	48
06:00-06:59	8	5	7	11	9	13	10	63
07:00-07:59	16	9	15	8	12	6	5	71
08:00-08:59	13	17	13	8	10	13	11	85
09:00-09:59	12	13	14	22	16	5	13	95
10:00-10:59	22	20	23	27	22	18	19	151
11:00-11:59	23	12	18	16	21	18	12	120
12:00-12:59	18	17	23	19	22	14	22	135
13:00-13:59	19	22	20	18	19	12	17	127
14:00-14:59	26	13	11	27	25	27	20	149
15:00-15:59	25	15	26	15	22	16	15	134
16:00-16:59	21	30	14	17	19	12	14	127
17:00-17:59	23	18	19	19	14	30	19	142
18:00-18:59	20	19	24	12	23	21	15	134
19:00-19:59	14	11	20	18	14	9	6	92
20:00-20:59	14	13	14	13	17	13	13	97
21:00-21:59	11	12	15	4	17	16	12	87
22:00-22:59	16	11	18	11	15	5	14	90
23:00-23:59	12	12	11	6	15	9	10	75
total by Day	339	316	343	305	354	301	295	2253

Report Includes:
 ll reported dates between `00:00:01 01/01/19` and `23:59:59 12/31/19`
 ll nature of incidents
 ll respond to addresses
 ll respond to cities
 ll agencies matching `200`

*** End of Report \SpillmanServer\app\tmp\reportTmp_tlowrance\

Dave –

I had 17 calls to the jail for ambulance needed. Two of them wasn't jail related. These are listed below.

- 01/16/2019 Low BP / Pale, our doctor requested him be transported out to CMH E/R.
- 01/17/2019 Robinson Police Officer Osborne request an arrestee be seen for injuries due to apprehension – Not requested by the Jail.
- 01/27/2019 Chest pains – Our doctor wanted inmate transported to CMH E/R.
- 02/10/2019 Chest pains – Our doctor wanted inmate transported to CMH E/R.
- 04/11/2019 Seizure – Our doctor wanted inmate transported to CMH E/R.
- 05/10/2019 Seizure – Unknown no report wrote by staff.
- 07/20/2019 Chest pain - Unknown no report wrote by staff.
- 09/06/2019 Unknown medical issues in parking lot – Not jail related.
- 09/08/2019 Seizure – Our doctor wanted inmate transported to CMH E/R
- 09/25/2019 Fall / Possible Head Injury – Our doctor wanted inmate taken to CMH E/R – Diverted to Lawrence County Memorial X-Ray down at CMH.
- 10/13/2019 Unresponsive – Our doctor wanted inmate taken to CMH E/R.
- 10/28/2019 Unresponsive – Our doctor wanted inmate taken to CMH E/R.
- 10/29/2019 Seizure - Our doctor wanted inmate taken to CMH E/R.
- 10/29/2019 Unresponsive – Our doctor wanted inmate taken to CMH E/R.
- 11/06/2019 Seizure - Our doctor wanted inmate taken to CMH E/R.
- 12/09/2019 Chest pain - Our doctor wanted inmate taken to CMH E/R.
- 12/29/2019 Seizure - Our doctor wanted inmate taken to CMH E/R.

**Our doctor requested the inmate be transported by ambulance.

Fred

Inc. No.	Reported	Nature	Address	Loctn	Dsp
19UL2126	12:23:19 12/11/19	Ambulance Need	1000 N ALLEN ST, ROBINSON		ACT
19UL2127	12:29:10 12/11/19	Ambulance Need	1000 N ALLEN ST, ROBINSON		ACT
19UL2132	11:48:10 12/12/19	Ambulance Need	1000 N ALLEN ST, ROBINSON		ACT
19UL2133	12:04:32 12/12/19	Ambulance Need	1000 N ALLEN ST, ROBINSON		ACT
19UL2135	16:17:34 12/12/19	Ambulance Need	1000 N ALLEN ST, ROBINSON		ACT
19UL2139	05:14:25 12/14/19	Ambulance Need	1000 N ALLEN ST, ROBINSON		ACT
19UL2140	14:01:38 12/14/19	Ambulance Need	1000 N ALLEN ST, ROBINSON		ACT
19UL2142	18:51:56 12/14/19	Ambulance Need	1000 N ALLEN ST, ROBINSON		ACT
19UL2144	00:45:23 12/15/19	Ambulance Need	1000 N ALLEN ST, ROBINSON		ACT
19UL2153	15:59:52 12/16/19	Ambulance Need	1000 N ALLEN ST, ROBINSON		ACT
19UL2155	06:45:15 12/17/19	Ambulance Need	1000 N ALLEN ST, ROBINSON		ACT
19UL2160	19:16:45 12/17/19	Ambulance Need	1000 N ALLEN ST, ROBINSON		ACT
19UL2161	23:09:48 12/17/19	Ambulance Need	1000 N ALLEN ST, ROBINSON		ACT
19UL2172	16:23:02 12/19/19	Ambulance Need	1000 N ALLEN ST, ROBINSON		ACT
19UL2174	03:36:32 12/20/19	Ambulance Need	1000 N ALLEN ST, ROBINSON		ACT
19UL2177	12:36:49 12/20/19	Ambulance Need	1000 N ALLEN ST, ROBINSON		ACT
19UL2178	15:07:48 12/20/19	Ambulance Need	1000 N ALLEN ST, ROBINSON		ACT
19UL2182	01:35:16 12/21/19	Ambulance Need	1000 N ALLEN ST, ROBINSON		ACT
19UL2183	03:23:09 12/21/19	Ambulance Need	1000 N ALLEN ST, ROBINSON		ACT
19UL2186	01:56:07 12/22/19	Ambulance Need	1000 N ALLEN ST, ROBINSON		ACT
19UL2192	16:44:53 12/22/19	Ambulance Need	1000 N ALLEN ST, ROBINSON		ACT
19UL2195	23:48:46 12/22/19	Ambulance Need	1000 N ALLEN ST, ROBINSON		ACT
19UL2200	22:30:09 12/23/19	Ambulance Need	1000 N ALLEN ST, ROBINSON		ACT
19UL2201	05:15:43 12/24/19	Ambulance Need	1000 N ALLEN ST, ROBINSON		ACT
19UL2203	13:16:34 12/24/19	Ambulance Need	1000 N ALLEN ST, ROBINSON		ACT
19UL2207	03:20:08 12/25/19	Ambulance Need	1000 N ALLEN ST, ROBINSON		ACT
19UL2208	04:06:12 12/25/19	Ambulance Need	1000 N ALLEN ST, ROBINSON		ACT
19UL2211	19:32:16 12/25/19	Ambulance Need	1000 N ALLEN ST, ROBINSON		ACT
19UL2218	16:06:25 12/26/19	Ambulance Need	1000 N ALLEN ST, ROBINSON		ACT
19UL2219	18:28:41 12/26/19	Ambulance Need	1000 N ALLEN ST, ROBINSON		ACT
19UL2220	19:44:16 12/26/19	Ambulance Need	1000 N ALLEN ST, ROBINSON		ACT
19UL2228	18:35:21 12/27/19	Ambulance Need	1000 N ALLEN ST, ROBINSON		ACT
19UL2234	08:07:24 12/28/19	Ambulance Need	1000 N ALLEN ST, ROBINSON		ACT
19UL2235	10:48:24 12/28/19	Ambulance Need	1000 N ALLEN ST, ROBINSON		ACT
19UL2238	18:47:52 12/28/19	Ambulance Need	1000 N ALLEN ST, ROBINSON		ACT
19UL2243	14:40:18 12/29/19	Ambulance Need	1000 N ALLEN ST, ROBINSON		ACT
19UL2247	13:19:05 12/30/19	Ambulance Need	1000 N ALLEN ST, ROBINSON		ACT
19UL2251	18:36:07 12/31/19	Ambulance Need	1000 N ALLEN ST, ROBINSON		ACT

Total Incidents for This Report: 588

Report Includes:

- All dates between `00:00:01 01/01/19` and `23:59:59 12/31/19`
- All agencies matching `200`
- All responsible persons
- All disposition codes
- All observed conditions
- All report conditions
- All condition codes
- All location codes
- All cities
- All addresses matching `1000 N Allen St`
- All nature of incidents

ULC runs by city, 12-22-18 0950 hrs through 12-22-19 0950 hrs

Annapolis - 27

Flat Rock - 90

Hutsonville - 72

Oblong - 273

Palestine - 179

Robinson - 1,534

Stoy - 3

West York - 6

2,184

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Robinson Police Department
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Robinson, IL 62454
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