

REQUEST FOR PROPOSAL

The city of Hartshorne is seeking bid proposals to provide qualified emergency medical ambulance service.

Sealed Bids are due June 17, 2023 at 3pm at City of Hartshorne, C/O City Clerk, 1000 Penn Avenue Hartshorne, OK 74547(Physical Address); 1101 Penn Avenue, Hartshorne, OK 74547 (mailing address)

Sealed Bids to be opened June 17, 2023 at 6:30pm at City of Hartshorne Council Meeting held at 307 S 12th Street, Hartshorne, OK 74547

Any further information needed please contact:

City Clerk
918-297-2544
clerk@cityofhartshorne.com

Minimum Requirements:

1. The ambulance service is incorporated under the laws of the State of Oklahoma.
2. An exclusive telephone line will be installed and maintained by Provider, and two-way radio communications will be installed and maintained by Provider in each vehicle and at the base of operation. Provider will maintain radio frequencies to contact Hartshorne Police and Fire Department Dispatch. Provider will participate in all overall City and County wide communications plans.
3. Emergency Medical Services to provide competent and efficient ambulance service within the boundaries of the City of Hartshorne, Oklahoma, to and from any destination as the need arises, and will not discriminate against any person, firm, or corporation by unduly favoring others. Each call shall be answered, regardless of the person's ability to pay, and service will be provided to the nearest, most appropriate hospital.
4. The City of Hartshorne will provide one (1) fully equipped and licensed ambulances that will comply with the requirements of the Oklahoma Department of Health and the State of Oklahoma for provider use; or Provider provides one (1) fully equipped and licensed ambulance. RFP will need to provide cost for both.
5. Response Time Standards. The Ambulance Service Provider will agree to maintain a service response time of eight minutes or less with 90% reliability for all emergency calls within all portions of the Emergency Service Area of the City of Hartshorne.
6. Secondary Response Time- the Ambulance Service Provider will agree to maintain a service response time of 20 minutes or less with 95% reliability for any emergency call with an out -of -Service Area location, or as a secondary ambulance or mutual aid response within the Service Area. A secondary ambulance response is defined as an additional ambulance responding to a request for ambulance service while the primary (first called) ambulance is assisting another patient or a second ambulance responding to assist the primary ambulance. A mutual aid response is defined as an ambulance in the Service Area responding to the request of another ambulance service provider in the surrounding area. Mutual aid responses performed by the Ambulance Service Provider outside of the Service Area, are exempt from required response times.
7. Provider will provider staffing for a minimum of one (1) of the ambulances provided by the City of Hartshorne twenty-four hours a day, seven days a week.

8. Provider will carry liability insurance on all vehicles operated within the City in the amount of not less than \$1,000,000.00 Comprehensive Single Limit. The City shall be notified at least ten (10) days before the cancellation of said policy. Provider shall be required to carry Comprehensive General Liability Insurance in an amount not less than \$1,000,000.00 Comprehensive Single Limit. The Medical Director shall be included in the liability insurance policy. Provider shall also be required to carry Worker's Compensation Insurance to comply with state statutes. Certificates of Insurance shall be provided to the City within a reasonable time upon request of the Mayor. The City shall be named as an additional insured on Provider's liability insurance policy.
9. Provider will operate according to all State and Federal regulations and requirements including Federal Wage and Hour Laws and provider will meet all city requirements and policies for the operation of emergency vehicles within the corporate limits of Hartshorne, Oklahoma, and the State of Oklahoma. All State and Federal licenses and permits will be obtained as required
10. All vehicles will meet or exceed all State and Federal requirements now in effect or hereafter adopted.
11. The City of Hartshorne will pay monthly subsidy as agreed between the parties.
12. Provider will work closely with City, County, and State law enforcement offices, all hospital and nursing home personnel, doctors, City and County officials, etc., and will always strive to project a favorable image for the City, including vehicles, equipment, and personnel.
13. Provider will post an ambulance at all high school football games in the city of Hartshorne. In the event of an emergency call, Provider will comply with state law and send the closest ambulance, even if that ambulance is posting at an event. Provider will also, provide ambulance post at rodeos, sanctioned street race events and other events that may be agreed upon between both parties.
14. Either party may terminate this agreement by providing sixty (60) days' notice, in writing to the other party.
15. Any complaints received by City or County officials will be referred to the provider directly. Efforts will be made to address these complaints within ten (10) business days. Emergency complaints will be dealt with in an immediate manner.
16. Provider will be solely and exclusively responsible for all bills, accounts, notes, etc. incurred by the ambulance service, and provider will indemnify and hold harmless the City of Hartshorne any and all debts, liabilities, or obligations incurred by provider.

Proposal Format:

1. Provide EMS Provider Information
2. Provide a list of qualifications (meeting minimum requirements)
3. Provide company history
4. Provide proof of insurance
5. Provide two (2) cost proposals
 - a. Proposal 1- city of Hartshorne providing ambulance vehicle
 - b. Proposal 2- EMS provider providing ambulance vehicle