

REQUEST FOR PROPOSALS
#11-01

The Surry County Board of Supervisors is requesting proposals from interested firms to provide EMS services to the citizens of the County as a supplement to the volunteer rescue squad system. Surry County has a population of approximately 7,000. The Surry Volunteer Rescue Squad, the only rescue squad in the County, provides Basic and Advanced Life Support services to the citizens of Surry from a facility located in the Town of Surry. The squad responded to 1056 calls in 2010 with a majority of the calls responded to taking place during the week and during daytime hours.

Due to volunteer shortages, the County currently contracts with a private emergency medical transport company to provide paid personnel twenty-four hours per day, seven days a week to supplement volunteer services. The private company provides staffing only and utilizes equipment and supplies and supplies belonging to the County and the Surry Volunteer Rescue Squad. The current service contract expires on June 30, 2011. Any contract arising from this Request for Proposals will be with the County and the Surry Volunteer Rescue Squad jointly.

By submitting a proposal, proposers agree that during the term of the contract the company which is awarded the contract will use the Surry Volunteer Rescue Squad's agency identification, will be listed as an affiliate of the Surry Volunteer Rescue Squad, and will operate under the Old Dominion Emergency Medical Services Alliance (ODEMSA) protocol. Proposers also agree that the County and the Rescue Squad have the ability to request that an individual employee of the company awarded the contract no longer provide services in Surry County under the contract, for reasons satisfactory to the County and the Rescue Squad, and in the event of such request the employee will immediately be removed from duty in the county. Proposers also agree that the Captain of the Surry Volunteer Rescue Squad may instruct employees of the company awarded the contract to perform maintenance on the equipment and cleanup of the building, and that the Company will instruct its employees to comply with such instructions, with the understanding that this does not make the Captain of the Surry Volunteer Rescue Squad the supervisor of the employees.

Surry County has determined to issue a Request for Proposals for this service, rather than an Invitation to Bid, because it is not practicable or fiscally advantageous to issue an Invitation to Bid, due to the nature of the services and the inability to write specifications.

I. PROPOSALS

Firms interested in submitting proposals shall submit seven copies of their proposals in a sealed envelope to Mr. Tyrone W. Franklin, County Administrator, 45 School Street, Surry, Virginia 23883 no later than 2:00 p.m. on April 15, 2011. Envelopes should be marked on the outside as "Emergency Medical Services Proposal."

Proposals shall contain the following information:

1. The background of the firm submitting the proposal, including the local jurisdictions in Virginia in which the firm is currently operating.
2. Names, phone numbers and addresses of a contact person in each of the local jurisdictions in Virginia in which the firm is currently operating.
3. A description of the manner in which the firm would propose to provide emergency medical services to Surry County, including the number of persons who would be providing such service at any one time, the equipment that the firm would provide, the hours of operation, the specific training levels of the persons who would be employed, and any other information the firm deems useful to the County in making its decision.
4. A description of the manner in which the firm would propose to provide fee for service billing, should the County choose to enact such a fee.
5. The cost to the County of providing the services.
6. The amount of insurance that the firm would propose to provide, and whether the County can be named as an additional insured under the firm's policy.

II. Criteria for Selection

The County and the Rescue Squad will evaluate the proposals on the following criteria:

1. Ability of the firm to provide high quality emergency medical services to the citizens of the County.
2. Ability of the firm to work with the volunteer rescue squad currently operating in the County and the County staff.
3. References from other localities in Virginia in which the firm operates.

4. Quality and training of the personnel proposed to provide the service in the County.
5. Cost of service.

III. Procedure.

Following the receipt of proposals, the County and the Rescue Squad will select two or more offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors outlined above. Negotiations shall then be conducted with each of the offerors so selected. After negotiations, the County and Rescue Squad shall select the offeror which, in their opinion, has made the best proposal, and shall award the contract to that offeror. The contract will be for an initial term of three years, with the ability of the County and Rescue Squad to extend the contract for two additional one year terms. The County also reserves the right to terminate the contract for convenience at any time with six months' written notice to the contractor.

IV. Questions.

If any of the firms have questions regarding the Request for Proposals prior to submitting their proposal, the firm may contact Mr. John B. Edwards, Jr., Assistant County Administrator/Emergency Services Coordinator, at the County Administrator's Office in writing, via email at jbedwards@surrycountyva.gov, or by phone at (757) 294-5271.