

REQUEST FOR PROPOSAL (RFP)  
AMBULANCE SERVICES TO  
PROVIDE SERVICE IN THE AREA  
COVERED BY THE PLEASANT VALLEY  
FIRE DISTRICT  
(OCTOBER 2015)

I. PROJECT INTRODUCTION:

The Town of Pleasant Valley, Dutchess County, New York, is interested in receiving proposals from professional and qualified Ambulance Service Providers, which includes the provision of Advanced Life Support Care (ALS) and Basic Life Support Care (BLS).

If you are interested in providing the services described above, please submit ten (10) hard copies and one electronic copy of your proposal and qualifications by 12:00 noon on November 4, 2015, to Margaret Hart, Town Clerk, Town Hall, 1554 Main Street, Pleasant Valley, New York 12569; e-mail address [mhart@pleasantvalley-ny.gov](mailto:mhart@pleasantvalley-ny.gov); fax number (845) 635-8408.

Questions regarding this RFP should be submitted in writing to the Town Clerk, Margaret Hart at least ten (10) days prior to the above mentioned submission date.

The Town reserves the right to interview contractors prior to awarding a contract. The Town intends to negotiate and award a contract no later than December 9, 2015 Town Board meeting to be effective January 1, 2016.

II. PROJECT BACKGROUND:

Town of Pleasant Valley seeks to contract for ambulance services to serve the territory covered by the Pleasant Valley Fire District (“District”), which includes the entire Town of Pleasant Valley which is covered by the Pleasant Valley Ambulance District and a portion of the Town of Hyde Park, which is covered by the Quaker Lane Ambulance District. The territory of

the Pleasant Valley Fire District is currently supported by contractual obligation and volunteer services.

III. SCOPE OF SERVICES:

The Contractor will be responsible for providing any required ambulance services five (5) days per week, twelve (12) hours per day, Monday through Friday 5:00 a.m. to 5:00 p.m. The Contract shall provide Basic Life Support and Advanced Life Support ambulance services as defined in Section 3001 of the Public Health Law for the purposes of treating and transporting sick or injured persons found within the boundaries of the coverage area to a local area hospital specified by the person, if appropriate, or the appropriate Hospital dictated by Department of Health protocols.

The Contractor shall provide and maintain, at its own cost and expense, State certified ambulances and other equipment necessary to provide Advanced Life Support Ambulance service. Contractor will provide sufficiently trained, experienced, certified and/or licensed personnel to maintain, operate and administer the ambulance service required under the proposal.

The proposal shall specify the contractor's intended response times to be incorporated into the contract, with penalties for non-compliance.

The proposal shall identify the company's intended staffing, training and certification of staff and age, condition and replacement periods for machinery and equipment.

IV. TERM AND PRICE:

A. The initial contract terms shall be for one (1) year commencing January 1, 2016, with two (2), one (1) year renewals at the option of the municipality.

B. In the alternative, the initial contract shall be for a three (3) year term commencing on January 1, 2016 with two (1) year renewals at the option of the municipality.

C. The proposal shall be a fixed amount for each year payable in twelve (12) monthly installments following the end of each month, for each option in A and B above.

D. Please provide an alternative proposal for each option whereby the contractor agrees to accept, subject to co-pay provisions, insurance proceeds from residents of the District, as full payment. This alternative should include the situation when a District resident is without medical coverage and the contractor would agree not to seek reimbursement.

E. Please also provide a cost proposal to provide per diem or per week coverage in the event the Town of Pleasant Valley Fire Department cannot provide their normal coverage due to staffing or equipment issues, Monday through Friday 5:00 p.m. to 5:00 a.m. and weekends.

F. All personnel, supplies, capital equipment and business expenses shall be the responsibility of the contractor.

G. Include a schedule of fees for charges for ALS or BLS transports.

V. HOUSING:

The Contractor shall identify what facilities/building or housing it will require. The Town will not provide housing.

VI. INSURANCE:

The Contract shall provide insurance at a minimum to meet the following standards:

The Contractor, at its own cost and expense, shall keep in force during the term of this agreement, with an insurance company or insurance companies authorized to do business in the State of New York, a policy or policies of insurance for the following coverage and amounts:

GENERAL LIABILITY:	\$1,000,000.00 per occurrence
	\$3,000,000.00 General Aggregate Including property coverage including portable equipment.

MALPRACTICE LIABILITY: \$1,000,000.00 per occurrence  
\$3,000,000.00 General Aggregate

CONTRACTUAL LIABILITY: Included in the above shall be coverage for Contractor's liability under the indemnification provisions of this Agreement.

AUTOMOBILE LIABILITY: To cover owned, hired and non-owned automobiles \$1,000,000.00 liability; \$ 1,000,000.00 personal injury protection.

CRIME COVERAGE/EMPLOYEE THEFT: Including third party \$500,000.00.

UMBRELLA LIABILITY: \$10,000,000.00 above the foregoing limits.

WORKERS COMPENSATION: Statutory Coverage.  
\*All limits shown are combined single limits.

In all above policies, with the exception of the workers compensation policy, the Town, and all of the Town's elected and appointed officers, employees, volunteers and / or agents (the "Town Parties") shall be named as an additional insured on a primary basis. The Contractor will furnish Certificates of Insurance for the foregoing coverage and amounts, with a directive to the insurance companies to give the Town thirty (30) days prior written notice if such policy or policies are to be canceled.

VII. CERTIFICATE OF AUTHORITY:

The successful contractor must provide a certificate of authority to provide ambulance services in the geographic area of Pleasant Valley and Hyde Park, Dutchess County, New York encompassed by the Pleasant Valley Fire District.

VIII. REFERENCES:

The proposal shall identify similar municipalities where the contractor has undertaken to perform similar services in the past ten (10) years and list at least three (3) municipal references.

IX. STAND-BY COVERAGE:

The contractor is expected to provide stand-by coverage at all Town functions attended by 500 or more people and any other Town function upon request, including but not limited to Pleasant Valley Weekend.

X. MUTUAL AID:

It is understood that the contractor needs to respond to a mutual aid request from Dutchess E-911 under the Dutchess County Mutual Aid Agreement.

XI. BACK-FILL COVERAGE

The contractor shall provide back-fill, seamless coverage to the Town, whenever an ambulance is dispatched to a call in the territory of the Pleasant Valley Fire District, or such other call outside of the territory at the direction of Dutchess E-911.

XII. ACCEPTANCE OF PROPOSALS:

The Town reserves the right, at its sole discretion, to:

Accept any proposal it chooses and negotiate with one or more applicants to derive a contractual outcome, which may differ from the original RFP.

The Town is not bound to accept any proposal.

The lowest price proposal will not necessarily be accepted.

The Town reserves the right to vary the requirement of the RFP or any subsequent communication or correspondence to any or all RFP presents.

XIII. AUTHORIZATION:

The Town Supervisor has authorized Dutchess County E-911 to release call data upon request of the interested contractor.