

## **Village of Antioch**

### **REQUEST FOR PROPOSAL (RFP)**

#### **To provide staffing for Firefighter/EMS Services**

##### **Section I**

###### **Notice to Suppliers/Contractors**

The Village of Antioch, Illinois seeks proposals from qualified respondents to provide professional Firefighter/EMS staffing services for the Village of Antioch. Qualified respondents must demonstrate a history of providing firefighting, first response EMS and ambulance transport services for a minimum of ten (10) years. Respondent services must operate in compliance with requirements established by the Illinois State Fire Marshal, the Illinois Department of Public Health and the Condell EMS System.

Date RFP Issued:	May 4, 2015
Proposal Due Date:	June 22, 2015 at 10 AM
Number of Copies:	Submit three (3) copies of RFP

Mark Return Envelopes as Follows:

1. Proposal due date and time
2. Fulltime EMS/Firefighter Staffing for the Village of Antioch
3. Attention Fire Chief John Nixon

Return Proposal to:

Village of Antioch  
Fire Chief John Nixon  
835 Holbeck Drive  
Antioch, IL 60002

Any proposal submitted unsealed or unsigned, received via fax transmission or received subsequent to the aforementioned due time and date, shall be disqualified and returned to the respondent. The Village of Antioch reserves the right to reject any and all proposals or parts thereof, to waive any irregularities or informalities in proposal procedures and to award the contract in a manner best serving the interests of the Village of Antioch. Proposals will be opened in a public forum at Village Hall Council Chambers at 10:30 a.m. on June 22, 2015.

Any and all questions must only be directed to Chief John Nixon via email at [jnixon@antiochfire.org](mailto:jnixon@antiochfire.org) on or before June 8, 2015. Questions asked by Contractors and answers given by the Village will be issued to all Contractors who express an interest in submitting a RFP.

## **SECTION II**

### **INFORMATION TO SUPPLIERS/CONTRACTORS**

The Village of Antioch hereby solicits proposals from experienced and qualified organizations to provide professional emergency Firefighter/EMS staffing for firefighting and EMS first response transport services.

This Request for Proposal seeks proposers to provide:

Personnel for emergency and non-emergency firefighting and EMS first response ambulance transport service for the Antioch Fire Department at the appropriate certification level.

The Contractor's mission statement.

The Contractor's personnel qualifications.

Proposed wage, benefit and compensation package.

Described workload management and scheduling practices.

Proposed training programs for the employees, the public and other first responder agencies.

Integration of response with Antioch Fire Department.

Cost proposal for a three (3) year term with two (2) additional and optional one (1) year renewal periods.

The Contractor's professional experience in providing similar services in Lake County, IL.

### **ORGANIZATIONAL AND SERVICE CHARACTERISTICS OF THE ANTIOCH FIRE DEPARTMENT**

The Village of Antioch Fire Department provides services to residents in the unincorporated area of Antioch Township for the First Fire Protection District under an intergovernmental agreement. In addition the Village of Antioch Fire Department provides mutual aid through the MABAS system via mutual aid agreements with neighboring communities. The Village of Antioch Fire Department will provide at least two (2) ALS ambulances and all EMS equipment necessary to operate at the Advance Life Support Level. In the Village, Antioch Fire Department services 14,862 residents and an additional 12,700 residents in the First Fire Protection District. During summer months the area grows to a population of nearly 35,000.

The Village of Antioch and the First Fire Protection District combined service an area of approximately 36 square miles. During 2014, the department responded to 2,718 incidents. Of that total, Emergency Medical Service calls were 2,012 calls. Antioch Fire Department staffs 3 fire stations and employs 90 part time members in addition to staffing provided by contractual agreement.

## **VILLAGE'S EXPECTATIONS AND SERVICE LEVEL OF CONTRACTOR**

The contractor shall provide qualified personnel to perform firefighting and emergency medical duties as assigned by the Village's Fire Chief, and in accordance with all applicable laws and regulations of the State of Illinois, any applicable municipal ordinances, and policies and procedures of the EMS system of the Village's choice (currently Condell EMS system). All regular and replacement personnel shall serve under the supervision of the Village's Fire Chief or his designee. Contractor shall maintain training and certification records for its employees assigned to the Village of Antioch. All personnel provided shall be trained in accordance with standards established by the Illinois State Fire Marshal, the Illinois Department of Public Health and all other applicable standards. All personnel provided will carry current Illinois EMT-P or EMT-B and Certified Firefighter II/Basic certification.

All personnel provided must be established as members of the Condell EMS system for at least one (1) year and be in good standing. Please list number of personnel your Contractor currently employs that are members of the Condell EMS System. Contractor shall provide the names of each of the employees that would be assigned to the Village of Antioch and proof of each employee's tenure with the Condell EMS system and the amount of months and/or years that the employee has been a member of the Condell EMS System. Contractor shall provide NFPA 1582 physical fitness examinations for its employees on an annual basis. All personnel provided shall be qualified to drive an ambulance or fire apparatus *in Illinois*; and competent to operate all necessary fire and EMS equipment.

Contractor shall describe their ability to provide immediate back-up staff. Back up staff must already members of the Condell EMS system. Back-up staff would be utilized to fill any short term vacancies created by any of Contractor's personnel who are permanently assigned to the Antioch Fire Department. Contractor shall describe the competitive advantages it enjoys over its competitors. At Contractor's own expense, Contractor's personnel shall continue their professional education to meet the ongoing requirements of the Illinois State Fire Marshal, the Illinois Department of Public Health and any other applicable certifying agencies.

## **NUMBER OF PERSONNEL TO BE PROVIDED**

The contractor shall provide the proposed costs for the following three (3) options:

1. Twelve (12) full-time Paramedic Firefighters. Each shall be assigned to work a 24 hour shift, following the fire department's red, black and gold schedule. The personnel shall work 24 hours on duty followed by 48 hours off-duty, which will provide the Village with four (4) full-time Paramedic Firefighters working at all times, twenty four hours of every day.
2. Six (6) full-time Paramedic Firefighters and six (6) full-time EMT-Basic Firefighters. Each shall be assigned to work a 24 hour shift, following the fire department's red, black and gold schedule. The personnel shall work 24 hours on duty followed by 48 hours off-duty, which will provide the Village with two (2) full-time Paramedic Firefighters and two (2) full-time EMT-Basic Firefighters working all times, twenty four hours of every day.
3. Nine (9) full-time Paramedic Firefighters and Nine (9) full-time EMT-Basic Firefighters. Each shall be assigned to work a 24 hour shift, following the fire department's red, black and gold schedule. The personnel shall work 24 hours on duty followed by 48 hours off-duty, which will provide the Village with three (3) full-time Paramedic Firefighters and three (3) full-time EMT-Basic Firefighters working all times, twenty four hours of every day.

Contractor shall include in its pricing the amount of hours Contractor determines is necessary to cover any unscheduled absences of Contractor's personnel, to include sick and vacation time.

### **LENGTH OF CONTRACT**

Contractor shall include in its proposal a DRAFT contract; the duration shall be three (3) years, with an option for the Village, at its discretion, to renew for two (2) additional 1 year periods.

### **GENERAL REQUIREMENTS**

The Contractors are asked to provide the Village with the following information as part of their response to this Request for Proposal:

Contractor name, history, organizational chart, location(s), years in business, and current service areas.

Describe affiliations with local agencies, such as hospitals or other medical institutions.

Provide a sample Certificate of Insurance which reflects the type of insurance the contractor carries.

Provide at least five (5) references of municipalities or fire protection districts in Lake, McHenry, Kane or DuPage Counties, IL for which your Contractor provides similar services. List the agency's name, Fire Chief's name, telephone and E-Mail address. List the number of personnel provided to the agency.

### **INSURANCE REQUIREMENTS**

All insurance companies providing coverage shall have a financial rating no lower than (A-) VII as listed in A.M. Best's Key Rating Guide, current edition or interim report. The qualified Contractor shall provide at its sole expense and responsibility:

- a. Workers' Compensation and Employers Liability Insurance. Contractor shall Contractor insurance pursuant to State statute. Contractor shall provide proof of such insurance certification to the Village. Errors and Omissions/Professional Liability Insurance.
- b. Contractor shall purchase, maintain and provide the Village evidence that it has secured comprehensive professional liability insurance with a minimum per claim of \$1,000,000 (one million dollars), and additional aggregate coverage of \$5,000,000 (five million dollars). Contractor shall name the Village as an additional insured, with thirty (30) days notification prior to cancellation, and shall provide such insurance certification to the Village. Claims-made coverage maintained the same retroactive date as in effect at the inception of this Agreement, or in the event of the application of a latter retroactive date, Contractor agrees to purchase the claims-made policy's Extended Reporting Period option effective for Five (5) full years after expiration of said policy. Contractor shall name the Village as an additional insured, with thirty (30) days notification prior to cancellation, and shall provide such insurance certification to the Village.
- c. Comprehensive General Liability (CGL) Insurance. Contractor shall purchase, maintain and provide the Village evidence that it has secured, comprehensive general liability insurance with a minimum of \$1,000,000 (one million dollars) per occurrence, and an additional aggregate coverage of \$5,000,000 (five million dollars). Contractor may purchase a single excess policy for both CGL and professional liability coverage. Contractor shall name the Village as an additional insured, with thirty (30) days notification prior to cancellation, and shall provide such insurance certification to the Village.

- d. Non-Owned, Owned and Hired Automobile Insurance. Both Contractor and Village shall purchase, and upon request shall provide evidence that it has secured, coverage for Contractor and Contractor's employees for occurrences arising while Contractor's employees are driving Fire Department's vehicles, with a minimum combined single limit of \$1,000,000 (one million dollars), and additional aggregate coverage of at least \$2,000,000 (two million dollars). It is expressly understood and agreed by the parties that while an employee of Contractor is driving a vehicle owned by Village, Village insurance shall be primary.
- e. Employment Practices Liability for Directors and Officers. Contractor shall purchase, and upon request shall provide evidence that it has secured coverage of \$1,000,000 (one million dollars) per claim and an additional aggregate coverage of \$1,000,000.00 (one million dollars).
- f. Network Security and Privacy Liability. Contractor shall purchase, and upon request shall provide evidence that it has secured coverage of \$1,000,000.00 (one million dollars) per occurrence and an additional aggregate coverage of \$1,000,000.00 (one million dollars).
- g. Security and Privacy Liability coverage of \$1,000,000.00 (one million dollars) per occurrence and an additional aggregate coverage of \$1,000,000.00 (one million dollars).
- h. Network Interruption Insurance. \$1,000,000.00 (one million dollars) per occurrence and an additional aggregate coverage of \$1,000,000.00 (one million dollars).
- i. Cyber Extortion Insurance. \$1,000,000.00 (one million dollars) per occurrence and an additional aggregate coverage of \$1,000,000.00 (one million dollars).
- j. Crime Insurance. Contractor shall purchase, and upon request, shall provide blanket crime insurance for acts of dishonesty, robbery, burglary, theft, destruction, disappearance as well as other related crimes. Contractor shall show evidence that it has secured Crime Insurance coverage of \$1,000,000.00 (one million dollars) per occurrence and an additional aggregate coverage of \$1,000,000.00 (one million dollars).

Each party covenants and agrees that it shall, as soon as practicable, give to the other written notice of any claim against it that is related to the services to be performed under this Agreement. In addition, if either party is aware of any act or omission in the course of performing its duties under this Agreement that might reasonably be expected to be the basis of a claim or suit against Contractor or the Village, that party shall give written notice to the other as soon as practicable.

#### **GENERAL TERMS AND CONDITIONS OF THIS RFP**

The Village of Antioch reserves the right to negotiate specifications, terms and conditions, which may be necessary or appropriate to the accomplishment of the purpose of this RFP. The Village of Antioch reserves the right, at its sole discretion, to interview only those Contractors it determines shall provide the most advantageous services to the Village of Antioch and to negotiate with one or more Contractors acceptable to the Village. Village reserves the right to reject any or all qualifications and to waive informalities and minor irregularities in proposals received, and to accept any portion of or all items proposed if deemed in the best interest of the Village to do so.

#### **Late proposals will not be accepted or considered.**

Any interpretation, correction or change of the RFP documents will be made by addendum. Interpretations, corrections and changes of the proposal documents made in any other manner will not be binding, and each Contractor shall not rely upon such interpretations, corrections, and changes.

All questions pertaining to the RFP shall be directed to Chief John Nixon and must be submitted on or before June 8, 2015.

### **EVALUATION CRITERIA**

The Village will evaluate proposals submitted in response to the RFP, and make an award in its sole and exclusive discretion based on the following criteria:

- a. Contractor's staff qualifications to provide Firefighter/EMS services.
- b. Contractor's experience in providing contract Firefighters and EMS personnel.
- c. Contractor's ability to provide additional options.
- d. Additional resources that can be provided by the Contractor.
- e. Contractor's Employee compensation packages.
- f. Proposed cost of services
- g. Value of services proposed as compared to cost

### **RFP SCHEDULE**

List of Scheduled meeting times and locations;

RFP Release Date – May 4, 2015

Proposal Due Date – June 22, 2015 at 10:00 AM

Contractor Selection Date – July 20, 2015

Contract Start Date – August 1, 2015

### **EXPERIENCE**

At a minimum, the description must provide the following experience information:

Organization name

Authorized contact person

Address and telephone number

Contractor history

Specific background and experience of Contractor and its management team.

Experience of Contractor's personnel.

Personnel refer to the Contractor's capability of its current personnel to perform fully the contract requirements in all respects. The criterion includes:

Years of service with the Contractor,

Years of service as a licensed paramedic and/or EMT-B,

Number of members currently approved to serve in the Condell EMS System,

Their compensation and benefits package. The stability of a professional work force is most desirable.

#### **PRIMARY RESPONSIBILITIES OF CONTRACTOR**

Primary responsibilities of the Contractor include:

- a. Contractor and contractor employees develop and maintain good working relationships with all other health care, first responder, law enforcement, fire, rescue, and dispatch organizations and personnel.
- b. The Contractor's employees shall follow the rules, regulations, personnel policies and Standard Operating Guidelines of the fire department and the EMS system.
- c. Contractor ensures courteous and professional conduct of field and office personnel at all times. Contractor maintains neat, clean, and professional appearance of personnel.
- d. Contractor must work to fulfill the mutually beneficial automatic and mutual aid support agreements with other area Contractors.
- e. Contractor will provide a minimum of four (4) employees daily and twelve (12) total certified Firefighter/EMS personnel on a 24/48 shift schedule who shall provide Firefighter/EMS services within boundaries as established by the Village of Antioch.
- f. Contractor employees shall be responsible for accurately gathering all of the required patient information for the patient care report and billing statements as required by the Village of Antioch, Illinois Department of Public Health, and the local EMS System.
- g. Contractor will comply with all Federal and State employment laws including but not limited to the Fair Labor Standards Act, Age Discrimination Act, and Title VII of the Civil Rights Act.

Any potential employees shall be interviewed by the Village's Fire Chief or his / her designee prior to selection. The Fire Chief shall have the authority to accept or reject any of the Contractor's employees or applicants for the Village of Antioch. From time to time disciplinary issues may arise that involve an employee of the successful bidder. The Contractor shall work closely with the Fire Chief to effectively address the situation. Possible actions may include but are not limited to: oral reprimand, written reprimand, suspension, or removal from the Village of Antioch contract.

#### **Fair & Ethical Competition Policy**

It is imperative that all proposers have a fair and equal opportunity to compete for this contract. Accordingly, after this RFP has been issued, no proposer may attempt to contact or communicate with, directly or indirectly or via a third party, any elected or appointed official, or any employee other than the Antioch Fire Chief to discuss anything related to this RFP process or potential future contract. Similarly, no proposer may, outside of scheduled RFP events or situations permitted by the terms of this RFP, attempt to influence or persuade, or in any way cause to be influenced or persuaded, anyone involved in this RFP process. Any proposer who violates either the letter or spirit of this rule will be eliminated from the competition and barred from participating in the RFP process with prejudice.

## **BID TALLY SHEET**

The Contractor provide as part of their proposal documents this bid tally sheet placed as the FIRST page of their documentation proposal section and behind their cover sheet.

Organization name \_\_\_\_\_

Authorized contact person \_\_\_\_\_

Address and telephone number \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1. *Twelve (12) full-time Paramedic Firefighters. Each shall be assigned to work a 24 hour shift, following the fire department's red, black and gold schedule. The personnel shall work 24 hours on duty followed by 48 hours off-duty, which will provide the Village with four (4) full-time Paramedic Firefighters working at all times, twenty four hours of every day.*

**PROPOSED AMOUNT FOR OPTION #1 is \_\_\_\_\_annually.**

2. *Six (6) full-time Paramedic Firefighters and six (6) full-time EMT-Basic Firefighters. Each shall be assigned to work a 24 hour shift, following the fire department's red, black and gold schedule. The personnel shall work 24 hours on duty followed by 48 hours off-duty, which will provide the Village with two (2) full-time Paramedic Firefighters and two (2) full-time EMT-Basic Firefighters working all times, twenty four hours of every day.*

**PROPOSED AMOUNT FOR OPTION #2 is \_\_\_\_\_annually.**

3. *Nine (9) full-time Paramedic Firefighters and Nine (9) full-time EMT-Basic Firefighters. Each shall be assigned to work a 24 hour shift, following the fire department's red, black and gold schedule. The personnel shall work 24 hours on duty followed by 48 hours off-duty, which will provide the Village with three (3) full-time Paramedic Firefighters and three (3) full-time EMT-Basic Firefighters working all times, twenty four hours of every day.*

**PROPOSED AMOUNT FOR OPTION #3 is \_\_\_\_\_annually.**