Village of Sauk Village

REQUEST FOR BIDS FOR EMERGENCY MEDICAL SERVICE PROVIDERS

ISSUE DATE: May 6, 2020

PROPOSALS DUE: May 18th 2020

Proposals may be hand delivered or mailed in a sealed envelope to:
Village of Sauk Village Clerk
Attn: EMERGENCY MEDICAL SERVICE PROVIDER BIDS
21801 Torrence Ave.
Sauk Village, IL 60411
LEGAL NOTICE

Village of Sauk Village Request for Bids for Emergency Medical Services Provider

Official notice is hereby given that the Village of Sauk Village is seeking bids for an emergency medical services provider.

**SCOPE OF WORK:** The Village is seeking proposals from licensed emergency medical services providers to supply ambulances, licensed paramedics and staff to respond to all medical emergency calls within the Village on a 24-hour per day, 365 day per year basis. The selected company will be an independent contractor of the Village and its employees will not be considered employees of the Village for any reason.

**TIME AND PLACE OF OPENING BIDS:** Sealed proposals will be received in the Office of the Village of Sauk Village Clerk, 21801 Torrence Ave., Sauk Village, Illinois 60411 until 3:00 p.m. local time on May 19th, 2020. All proposals will be publicly opened at a Committee Meeting at 7:00 p.m. on May 19, 2020. All proposals must be submitted in a separate sealed envelope labeled “Emergency Medical Services Bid”. No electronic submissions will be accepted.

**INSTRUCTIONS:** Specifications may be obtained from the Sauk Village Fire Department and online.

The Village and its agents reserve the right to reject any and all proposals and to waive any and all informalities, irregularities and technicalities when awarding the contract for the work herein described. The Village is an equal opportunity employer and invites the submission of bids from minority and women owned firms.

All proposals shall remain valid for a period of forty-five (45) days after the public opening.

Inquiries shall be directed to:

**Fire Chief Stephen Barrett**

sbarrett@saukvillage.org
Contents of Proposal:

1. An introductory description of the provider’s experience in the field of emergency medical services, the provider’s organizational structure, employee size, and vehicle fleet.

2. An explanation of any quality assurance programs implemented by the provider.

3. A description of the staffing, hiring and continued education requirements of all staff, an explanation of the availability of management and supervisory personnel, and a description of uniform options for emergency medical providers.

4. An explanation of the necessary measures to ensure a sufficient number of ambulances to respond to Village needs, including the ability to meet multi-unit responses, and the proposed location of storing the ambulances when not in use.

5. A description of the provider’s radio, communications and dispatch equipment and abilities.

6. A uniform schedule of all usual and customary fees charged to individual users of the provider’s services including billing and collection procedures.

7. The proposed yearly price for the Village for all included services.

Technical Requirements:

1. The proposal shall be for providing all emergency medical services within the Village, including advanced life support and mobile intensive care ambulance services.

2. All providers must be registered with the IDPH. All transport and non-transport vehicles must be inspected and licensed by the IDPH. All EMT/Paramedics must be licensed by the IDPH.

3. All providers must comply with the Emergency Medical Services Systems Act, the Region VII EMS Rules and Regulations, including optimum response times, and all other Federal, State and local rules and regulations for emergency medical service providers.

4. All providers must carry workers compensation insurance, professional and public liability insurance in the amount of $1,000,000 naming Village as additional insured.