

**SYCAMORE TOWNSHIP**

**FIRE PROTECTION AND EMS SERVICES**

## TABLE OF CONTENTS

REQUEST FOR PROPOSAL	1
REQUEST FOR PROPOSALS/BIDS	2
REQUEST FOR PROPOSAL INSTRUCTIONS	4
1.    Firm Quote	4
2.    Informed Submission	4
3.    Ink or Typewritten	4
4.    Prices	4
5.    Offers of More Than One Price	4
6.    Questions, Interpretation, or Correction of Proposal Documents	4
7.    Results	4
8.    Rules for Submitting Proposals	4
a.    Due Date	4
b.    Responsibility	5
c.    Time for Receipt	5
d.    Extension of Due Date and/or Time	5
e.    Facsimile Transmissions	5
f.    Signature	5
g.    Sealed	5
9.    Cancellation of Solicitation	5
10.   Compliance or Deviation to Specifications	5
11.   Legal Compliance	5
12.   Contract	5

13.	Rights Reserved	5
14.	Examination of Specification and Site	6

REQUEST FOR PROPOSALS TO PROVIDE FIRE PROTECTION AND EMERGENCY MEDICAL RESPONSE SERVICES FOR THE SYCAMORE TOWNSHIP TRUSTEES	7
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1.	Purpose of Request	7
2.	Profile	8
3.	Scope of Work	8
	A. Fire Chief/District Leadership	10
	B. District Administration	10
	C. Additional Considerations	11
4.	Administrative	12
	1. Term	12
	2. Start-up Costs	12
	3. Payments	12
	4. Indemnification	12
	5. Insurance	12
	6. Proof of Coverage	12
	7. Applicable Laws	12
	8. Legal Compliance	12
	D. Communication with Township	13
	E. Withdrawal of Proposal	14
	F. Proposal Modification and Clarifications	14
	E. Interpretation of Documents	14

## REQUEST FOR PROPOSAL

Notice is hereby given that proposals will be received by Sycamore Township, Hamilton County, Ohio (the "Township") for providing Emergency Medical and Fire Fighting Services to Sycamore Township.

Applicants can submit proposals for the provision of such services by filing their proposals at the Township Administrative Office located at 8540 Kenwood Road, Sycamore Township, Ohio 45236 until:

**March 21, 2012; at 1:00 p.m.**

Proposals submitted after that time will not be considered. Proposed Providers accept all risk of late delivery of proposals regardless of fault.

A detailed Request for Proposal (RFP) document, including general information, terms and conditions, requested services, and the proposal evaluation process is available from the Township's Contracting Services Office located at the above address or by calling (513)791-8447. The RFP is also available on the Township's website at [www.sycamoretownship.org](http://www.sycamoretownship.org) under "Find", "Bid Information" and "RFP Opportunities".

The Township reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the Township to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate the Township to accept or contract for any expressed or implied services.

The Township is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability, or sexual orientation. The successful Contractor must comply with the Township's equal opportunity requirements and shall comply with all applicable US immigration laws as well as Sycamore Township Resolution 2007-40 dealing with illegal immigrants.

**Sycamore Township Board of Trustees  
8540 Kenwood Road  
Cincinnati, Ohio 45236**

**REQUEST FOR PROPOSALS/BIDS**

**Opening Date: March 21, 2012 at 1:00 p.m.**

**Cover Sheet**

Subject: Furnish the Sycamore Township Board of Trustees with the administration, management, and operation of fire suppression and emergency medical response services and potentially other related services as set forth in the attached scope of services.

Agency: \_\_\_\_\_

Federal Tax I.D. No.: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: Zip Code: \_\_\_\_\_

Tel. No.: Fax No.: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**For consideration as a responsive proposal, the following is required:**

1. All information on this Request for Proposal (RFP) cover sheet must be completed and signed by an authorized individual.
2. The Proposal must be submitted at or before the time for opening. Proposals received after the time for opening will NOT be considered.
3. Prospective Providers must include a separate list of any exceptions from this Request for Proposals as set forth in Paragraph 10 of the Instructions.

4. The Sycamore Township is not responsible for any costs or fees a prospective Provider may incur as a result of this request for proposal.

5. The Sycamore Township Trustees reserve the right to reject any and all Proposals, to waive any informality or irregularity in any Proposal, and to be the sole judge of the merits of each Proposal. The Sycamore Township Trustees reserve the right to be the sole judge on what constitutes a responsive proposal to this RFP. The awarding of a contract, if any, shall be made in the best interests of Sycamore Township and will not necessarily be awarded to the prospective Provider who proposes the lowest fee/compensation. During the evaluation process the Sycamore Township Trustees reserve the right to request additional information or clarifications from prospective Providers. At the discretion of the Sycamore Township Trustees, prospective Providers may be requested to make oral presentations as part of the evaluation process. The Sycamore Township Trustees reserve the right to reject all bids pursuant to paragraph 13 in the RFP Instructions.

6. Nothing in this RFP shall bind the Sycamore Township Trustees unless or until a separate contract is developed and executed by the Sycamore Township Trustees following approval.

7. Nothing in this RFP shall be deemed to be of a confidential or proprietary nature. Proposals should not include any copyrights or trademark material or any information deemed to be trade secrets.

8. The Board of Township Trustees of Sycamore reserves the right to retain all Proposals submitted and to use any ideas in a Proposal regardless of whether that Proposal is selected.

## **REQUEST FOR PROPOSAL INSTRUCTIONS**

1. **Firm Quote:** Prospective Providers' prices shall remain firm for a period of one hundred eighty (180) days from the Opening Due Date, unless otherwise specified in the RFP. Note: All bid prices shall include any and all applicable federal, state, local fees and taxes in the bid prices. The Township shall not be billed for "billing services" and is not liable for payment of these services.
2. **Informed Submission:** Before submitting Proposals, Prospective Providers must fully inform themselves of the conditions, requirements, and specifications of the work or materials to be furnished. Failure to do so will be at the Prospective Provider's own risk. Relief cannot be granted on the plea of error.
3. **Ink or Typewritten:** All information, prices, notations, signatures, and corrections must be in ink or typewritten. Mistakes may be crossed out and corrections typed or printed adjacent to the mistake and initialed in ink by the person signing the Proposal.
4. **Prices: Where appropriate,** prices shall be stated in units and made separately on each item. Where there is a conflict between unit prices and extended prices, unit prices will govern. Where there is a conflict between words and figures, words will govern.
5. **Offers of More Than One Price:** Prospective Providers may submit more than one Proposal. Where Prospective Providers submit more than one Proposal, one Proposal shall be marked "Base Proposal" and the others should be marked "Alternate Proposal." Each Base and Alternate Proposal shall be submitted in accordance with the terms and conditions of this RFP. Prospective Providers may reproduce this RFP to submit Alternate Proposals.
6. **Questions, Interpretation, or Correction of Proposal Documents:** Prospective Providers shall notify the Sycamore Township Administrator promptly of any error, omission, or inconsistency that may be discovered during examination of the RFP. Requests for interpretations, corrections, or clarifications shall be made in writing to the Sycamore Township Administrator. Questions related to this RFP shall be directed in writing to the Sycamore Township Administrator, 8540 Kenwood Rd., Cincinnati, Ohio 45236 and shall arrive at least fourteen (14) working days before the Opening Date and Time. The Prospective Provider's company name, address, phone, and fax number, and contact person must be included with the questions or comments.
7. **Results:** The Sycamore Township Trustees will review submitted Proposals. The Prospective Providers whose Proposals are accepted for consideration in accordance with the procedures set forth in this RFP will be informed of any date, time, and location of the Board of Trustees meeting where the Proposals will be presented.
8. **Rules for Submitting Proposals:**
  - a. **Due Date.** Proposals must arrive at the Sycamore Township Administration Office at 8540 Kenwood Road Cincinnati Ohio 45236 by March 21, 2012 at 1:00 p.m. which is the Opening Date and Time.
  - b. **Responsibility.** Prospective Providers are solely responsible for ensuring their Proposal is received by the Sycamore Township Trustees in accordance with the RFP requirements, before the date and time specified above, and at the place specified. The

Sycamore Township Trustees shall not be responsible for any delays in mail or by common carriers or mistaken delivery. Deliveries made before the Due Date and Time, but to the wrong office, will be considered non-responsive unless re-delivery is made to the office specified before the Due Date and Time specified in the RFP.

c. **Time for Receipt.** Proposals received after 1:00 p.m. on March 21, 2012 will be considered late.

d. **Extension of Due Date and/or Time.** The Sycamore Township Trustees reserve the right to extend the Opening Date and Time when it is in the best interest of Sycamore Township.

e. **Facsimile Transmissions.** Proposals may NOT be submitted by facsimile.

f. **Signature.** For Proposals to be valid, each Proposal shall be signed by an authorized representative of the Prospective Provider.

g. **Sealed.** Proposals may be submitted by hand, mail, UPS, Federal Express, or other common carrier. Proposals shall be submitted in a sealed envelope and marked "EMS and Fire Department RFP".

9. **Cancellation of Solicitation:** The Sycamore Township Trustees may cancel this RFP at any time.

10. **Compliance or Deviation to Specifications:** It is understood that the materials, equipment or services offered by the Prospective Provider will meet all requirements of the specifications in this RFP unless deviations are clearly indicated in an attachment entitled "Exceptions to Specification" submitted and signed by the Prospective Provider's authorized representative. In order for the Proposal to be considered, an explanation must be made for each item in which an exception is taken, detailing the scope and the extent of the exception and the reason(s) for which it was taken.

11. **Legal Compliance:** The Prospective Provider agrees that any item(s)/service(s) offered comply with all State, Federal, and Local laws; Federal and State Occupational Safety and Health Acts; and applicable standards and regulations.

12. **Contract:** This RFP is not a Contract and is only for purposes of consideration of a possible future Contract. The Sycamore Township Trustees may use the information provided in the Proposal(s) to make a decision whether or not to enter into a formal Contract for Services at a later date. This is a fact finding effort only and not an offer of contract. Nothing in this RFP or the acceptance of Proposal, shall be binding on the Sycamore Township Trustees until a written contract is executed between the Board of Trustees and a proposed Provider.

13. **Rights Reserved:** The Sycamore Township Trustees reserve the right to reject any or all Proposals or any part thereof, or to accept any Proposal or any part thereof, or to waive any informalities of a Proposal, whenever it is deemed to be in the best interest of Sycamore Township. The Sycamore Township Trustees also reserve the right to reject the Proposal of any Prospective Provider who has previously failed to perform adequately for the Sycamore Township Trustees or any other governmental agency.

**14. Examination of Specification and Site:** Prospective Providers are expected to carefully examine the site(s) of the proposed work, the RFP specifications, and appropriate forms. Prospective Provider's shall satisfy themselves as to the character, quality, and quantities of work to be performed; materials to be furnished; and the requirements of the proposed specifications.

# **REQUEST FOR PROPOSALS TO PROVIDE FIRE PROTECTION AND EMERGENCY MEDICAL RESPONSE SERVICES FOR THE SYCAMORE TOWNSHIP TRUSTEES**

## **DEFINITIONS**

1. "Sycamore Township", the "Township", the "Board", the "Board of Trustees", the "Board of Township Trustees" and "Sycamore" means the Board of Township Trustees of Sycamore Township, Hamilton County, Ohio.
2. "Provider", "Prospective Provider", "Contractor", "Bidder" means the person, firm, partnership, trust, corporation for profit, corporation not for profit, limited liability company or any other entity submitting a proposal in response to this Request For Proposals.
3. "Opening Date" means March 21, 2012.
4. "Opening Time" means 1:00 p.m.
5. "Opening Date and Time" means March 21, 2012 at 1:00 p.m.
6. Service Area means Sycamore Township, Hamilton County, Ohio.

### **1. Purpose of Request**

Sycamore Township is seeking proposals from governmental entities or private companies to become the single contract provider of comprehensive Emergency Medical & Fire Services, working under a contract and terms with the Sycamore Township Board of Trustees for the entire service area.

This RFP is to determine the feasibility and costs associated with the potential development of a contract for the provision of emergency response services to Sycamore Township which would include, but not be limited to, fire service management services, fire prevention and protection, hazardous materials response, and emergency medical services.

The evaluation criteria for a prospective provider will include, but is not limited to the following principles:

- a. Responsiveness to RFP: All proposals shall be reviewed to verify that the prospective Provider has met the minimum requirements of the RFP. Prospective Providers are encouraged to follow the format of the RFP in order to facilitate review. The Trustees may reject any proposal which is non-responsive or fails to meet the minimum requirements of this RFP.
- b. It is the Trustees intent to select a Provider best evidencing demonstrated competence and professional qualification to perform the described services. The evaluation and potential award of a contract will be selected on the basis of information provided in the RFP, any in-person presentations, and the results of the Trustees' research and investigation.

c. The Trustees may evaluate all options for ensuring that adequate fire protection and emergency services are available to best serve the lives and property in and around Sycamore Township. This may include, but is not limited to, contracting for services, merging with another fire agency(ies), or other options that may be identified.

d. The Trustees may authorize acceptance of the bid made by the responsible bidder who in the Trustee's sole judgment offers the best and most responsive proposal to the Township, considering quality, service, performance record, competency, and price; or the Township may direct the rejection of all bids. The Township may award based on "functional equivalence" concerning specified work or products. The Township reserves the right to reject any or all proposals and to waive any minor informalities or irregularities contained in any proposal.

## **2. Profile**

Sycamore Township is a diverse community with a thriving business district. It is governed by a board of three Trustees and a Fiscal Officer. With no earnings tax, the Township funds EMS and Fire Services with local real estate taxes and fees generated by EMS and Fire Services. Sycamore Township accommodates roughly 20,400 people: 8,282 households and 1,376 businesses. The Township is made up of four (4) areas of land totaling approximately seven (7) square miles. A map of Sycamore Township, which is the Service Area, is attached. The Township has 2 fire stations that house multiple pieces of apparatus. In 2011, the Township responded to approximately 4,300 Fire and EMS runs of which approximately 90% were EMS runs.

## **3. Scope of Work**

Sycamore Township is seeking a proposal that should include provisions for the following:

**Scope of Service:** To provide for the management and labor of full service fire and emergency medical services to Sycamore Township, Hamilton County, Ohio and to operate such services from the existing Sycamore Township Fire Stations utilizing the existing and future fire and emergency medical apparatus and equipment provided by Sycamore Township. Bids for all services shall be inclusive of all costs for provisions of the Scope of Work.

**Management:** To provide for the effective management of the EMS and Fire Department utilizing an experienced management including a fire chief, officers, firefighters and emergency medical technicians and paramedics. The amount of personnel will be determined between the successful Provider and the Sycamore Township Trustees. The Proposal shall list a total annual amount to be paid along with a listing of personnel positions that would be providing services, as well as the costs of each position completely so as to allow the Sycamore Township Trustees to add or delete staffing as deemed appropriate by Sycamore Township.

The Proposer shall include in its pricing all costs related to the employment of such employees including, but not limited to, the employer's share of: Salary, Overtime, Health Care Insurance, Unemployment Tax, FICA Tax, Social Security Tax, Retirement, Life Insurance, and all costs related to managing the employees, such as accounting for payroll and all professional services and hiring to maintain such work force.

Employees of the successful Proposer shall be trained in accordance with Ohio law to practice at or above the level in which they are expected to perform. All employees shall maintain all certifications necessary to complete tasks or assignments. Certification costs must be assumed by the Employer and cannot be an added cost imposed on Sycamore Township.

**Services Levels Included:**

**Fire Prevention and Public Education.** The Successful Provider will provide fire inspection service to all businesses and provide for necessary public education programs. The successful bidder shall provide for collection and retention of all fire prevention records related to those activities and deposit those records with the Township Offices for safe keeping and public records purposes.

**Emergency Medical Services:** The Successful Provider shall maintain a minimum of two ambulances staffed with a minimum of one paramedic and one emergency medical technician. One ambulance shall be located in the North Fire Station and one in the South Fire Station.

**Emergency Medical Oversight:** The Successful Provider shall maintain medical guidance and oversight by a licensed Ohio physician and maintain a current medical protocol as determined by the licensed physician.

**Emergency Medical Billing:** The Successful Provider shall provide medical reports to the Township's third-party billing company for the purpose of patient billing. These reports must be submitted on a weekly basis.

**Fire suppression:** The Successful Provider shall provide certified firefighters in accordance with Ohio law for the purpose of manning Sycamore Township fire apparatus and responding to emergencies such as fires emergencies, alarm of fire, first response hazardous materials emergencies, rescue of human life, protection of property, and customer service non emergency events.

The number of firefighters and fire supervisors and emergency medical staff will be solely determined by the Sycamore Township Trustees. The Successful Provider should bid no less than 10 on duty fire and EMS personnel around the clock, one (1) fire chief, one (1) staff clerical position and one (1) full time forty (40) hour fire prevention and plan review officer.

**Reporting:** The Successful Provider shall be responsible for generating all required reports of emergencies activities and shall deliver those reports to all authorities as required by law.

**Assumptions.** The prospective Provider may assume that Sycamore Township will provide:

- Stations, facilities, facility maintenance including but not limited to:
  - Utility cost
  - Lights/Fixtures

- Plumbing
- HVAC
- Bedding
- Furniture
- Kitchen Equipment/Utensils
- Consumables such as paper towels, toilet paper, hand soap, hand sanitizer, truck soap, detergent, etc.
- Office equipment and supplies
- Computers, IT support, phone system, technological updates
- Apparatus
  - Vehicle maintenance
  - Vehicle insurance
  - Fuel
  - Annual Testing and vehicle certification
- Fire/EMS equipment, repair, and service contracts
- Personal Protective Equipment (PPE)
- Personnel Uniforms
- All medical supplies and drugs

#### **A. Fire Chief/District Leadership:**

All personnel holding leadership positions shall be subject to approval by the Sycamore Township Trustees. A clear and visible command and leadership presence of an appropriate rank and experience level will be required to ensure and/or perform the following objectives:

- Provide District leadership.
- Ensure individual and organizational accountability.
- Organize and coordinate District objectives.
- Ensure a strong community presence, establish and maintain effective community communications and relationships.
- Develop vision and strategic plans to maintain and improve core services.
- Lead grant development, tracking, award, and audit efforts.

#### **B. District Administration**

- Provide Fiscal management and oversight in consultation with the Sycamore Township Trustees including the preparation of Annual Budget and overseeing Annual Audit.
- Attend meetings with the following prepared reports:
  - Monthly Fire Chief's report on services, performance objectives, programs, etc.
  - Annual Fire Operations/EMS Status report.

- Annual Facility Status/Needs report.
- Annual End of Year Budget close out report.
- Annual Workers Comp report.
- Annual Goals and Objectives/Accomplishments report.
- Annual Fleet/Equipment replacement report.
- Annual Fire Prevention report.
- Annual Training Report.
- Annual Grant/Donations report.
- Annual Community Outreach/Preparedness Programs report.
- Bi-Annual Strategic Plan update/report.
- Bi-Monthly Correspondence report.

- Respond to citizen and business complaints
- Respond to Public Records requests within legal requirements.
- Provide Risk Management services.
- Represent Sycamore Township in professional organizations.
- Provide Employee Assistance Program and Critical Incident Stress Debriefing services.

**C. Additional Considerations:**

1. Sycamore Township will retain ownership of facilities, apparatus, supplies, tools, and equipment.
2. Sycamore Township will approve the number, type, range, and level of service personnel provided within Sycamore Township.
3. Sycamore Township will continue to be the approving jurisdictional authority for code adoption and revision and will serve as final authority on approval, denial, or modification of proposals and plans for development.
4. The Township requires the bidder to present satisfactory evidence that they have been regularly and successfully engaged in fire protection and emergency medical services. Each bidder shall identify the official who would be directly responsible for the daily administration of the contract and the official's relevant experience.

#### 4. Administrative

1. **Term.** The Term of the agreement, if established, shall be determined by Sycamore Township Trustees. The Township reserves the right to re-bid the contract after a probationary period of one year.

2. **Start-up Costs.** Sycamore Township realizes that there may be start up costs for a transition to the Prospective Provider. The one-time start-up costs shall be itemized and included as a separate page in the proposal submittal.

3. **Payments.** Payments on the contract would be made monthly.

4. **Patient Billing.** Billing for Patient Transport/ALS/BLS, and any other activity for which fees are charged or recovery of funds may be had, shall be performed by Sycamore Township or its third party billing service. All funds collected or recovered from such activities shall be paid to Sycamore Township and remain the property of the Township. The Provider shall not bill third parties for any services rendered.

4. **Indemnification.** Sycamore Township its officers, agents, its employees, and volunteers, to the extent permitted by law, will be indemnified and held harmless by the Prospective Provider, from any and all claims including employment related claims, actions or losses, damages, and/or liability resulting from the Prospective Provider's negligent acts or omissions which arise from the Prospective Provider's performance of its obligations for the terms of the agreement.

5. **Insurance.** The Prospective Provider shall provide adequate insurance coverage or resources to protect against liabilities arising during the term of any agreement including, but not limited to, general liability, professional liability, automobile liability, worker's compensation, and property damage at a minimum determined by Sycamore Township.

6. **Proof of Coverage.** The Prospective Provider will need to supply Sycamore Township certificates of insurance or self-insurance evidencing the insurance coverage including endorsements as listed in Item 2 upon execution of an agreement.

7. **Applicable Laws.** Any information and proposed services included in a Prospective Provider's proposal shall comply with all applicable laws, ordinances, rules and regulations of the United States of America, the State of Ohio including all agencies and subdivision thereof.

#### 8. Legal Compliance:

The Successful Provider, at its sole cost and expense, shall perform and comply with all applicable laws of the United States and the State of Ohio and resolutions of the Township, and rules, regulations, orders, and directives of the Township and the officials thereof.

The Township is an equal opportunity employer and requires all Providers to comply with policies and regulations concerning equal opportunity. The Provider, in the performance of the contract, shall not discriminate in its employment because of an employee's or applicant's race, religion, national origin, ancestry, sex, age, physical handicap, or sexual orientation. In addition to the

nondiscrimination compliance, the Provider awarded a Contract shall comply with federal, state and local laws, statutes, and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

The Provider, at no expense to the Township, shall secure and maintain in full force and effect during the term of the Agreement all required licenses, permits, and similar legal authorizations, and comply with all requirements thereof.

The Provider shall pay, before delinquency, all taxes, levies, and assessments arising from its activities and undertakings under any agreement; taxes levied on its property, equipment and improvements; and taxes on the Provider's interest in the agreement.

Pursuant to Sycamore Township Resolution 2007-40, the Contract will contain a provision that in the event the Provider uses illegal immigrants in the performance of the contract, the Provider shall pay a penalty of the greater of ten percent (10%) of the contract amount or \$5,000.00, whichever is greater.

#### **D. Communication with Township**

Upon release of this RFP, all Prospective Providers communications should be made in writing and directed to the RFP Coordinator listed below. Unauthorized contact with other Township or Department employees regarding this RFP may result in disqualification.

*Name: Bruce Raabe, Township Administrator*

*Address: Sycamore Township*

*8540 Kenwood Road*

*Sycamore Township, Ohio 45236*

*Telephone: (513)791-8447*

*E-mail: braabe@sycamoretownship.org*

Requests for interpretation/clarification of the RFP document must be made in writing and submitted to the RFP Coordinator. All oral communications will be considered unofficial and non-binding on the Township.

#### **E. Withdrawal of Proposal**

**Provided notification is received in writing**, proposals may be withdrawn at any time prior to the proposal response deadline of March 21, 2012 at 1:00 p.m. . Proposals cannot be changed or withdrawn after the time designated for receipt.

**F. Proposal Modification and Clarifications**

Modification of a proposal already received will be considered only if the request is received prior to the proposal response deadline. All modifications must be made in writing, and executed and submitted in the same form and manner as the original proposal.

**G. Interpretation of Documents**

**All parts of these documents and specifications are intended to be explanatory, but in case of misunderstanding or doubt, the interpretation of the Township**