



TOWN OF BERLIN, VERMONT

Washington County

Selectboard:

Bradley H. Towne Chair
Susan Gretkowski, Vice Chair

Roberta Haskin, Secretary

Nancy Driscoll
Jonathon Goddard

Town Administrator
Jeff Schulz

Municipal Office Building
108 Shed Road
Berlin, Vermont 05602

Telephone: 802.223.4405

Fax Number: 802.223.4404

E-Mail: jschulz@berlinvt.org

Web Page: www.berlinvt.org

REQUEST FOR PROPOSAL EMERGENCY MEDICAL SERVICES TOWN OF BERLIN, VERMONT

The Berlin Select Board is accepting Proposals for emergency medical services (EMS) for the Town of Berlin, Vermont. Proposals are to be received no later than 12 PM on December 29, 2009. The Selectboard will review the proposals on January 4, 2010 at 7:00 PM. Six (6) complete copies of the proposals shall be submitted to: Town Administrator's Office, Municipal Office Building, 108 Shed Road, Berlin, Vermont 05602. Proposals sent by Fax or Email will not be considered. The Select Board reserves the right to accept or reject any and all Proposals.

PROPOSAL FOR EMS

Purpose

The Town of Berlin is seeking proposals from a State of Vermont approved EMS agency or vendor to provide EMS to the Town of Berlin (excluding the Riverton Area). The Town of Berlin's current EMS contract ends June 30, 2010, the Town seeks to secure a multi-year EMS contract to serve Berlin's current service area (excluding the Riverton area).

The Town of Berlin has a total residential population of approximately 2,900, and an employment population of approximately 5,100. In FY 2008, there were a total of 1753 calls for service in the Berlin service area - 516 emergencies and 1237 non-emergencies.

General Information

Contact: Please contact Town Administrator Jeff Schulz at 802-223-4405 for any questions regarding the proposal.

An agency may withdraw a Proposal before the opening in writing to the Town Select Board.

All proposals must be in writing and clearly address the proposal format and content items described below, and must be signed by an authorized representative of the agency. The Proposal shall include a contract start date and general contact terms.

Award of Contract

The contract will be awarded to the agency or vendor with the proposal that best meets the service needs of the Town of Berlin.

The Town reserves the right to reject all Proposals and to waive informalities and minor irregularities in the Proposals received. The Town may accept or reject any Proposal in its sole opinion is in the best interests of the Town.

Proposal Format and Contents

Proposals shall include the following information:

1. Project Proposal;
2. Name and telephone number of person(s) to be contacted for further information and clarification;
3. Total proposed annual cost of EMS for the Berlin service area, including a description and the underlying assumptions of how that total cost was developed;
4. Estimated number of annual EMS service runs for the Berlin service area during the next five years, including the estimated number of local, critical, and long distance transfers;
5. Statement of what agency will be responsible for EMS budgeting and accounting, including a detailed summary of agency EMS costs;
6. Description of billing procedures and how and when Berlin residents are charged for service;
7. The agency's EMS revenues and sources, including Medicare and Medicaid reimbursement, and commercial insurance reimbursement;
8. Three year projection of agency revenues and expenses;
9. Detailed description of the agency's staffing levels, including qualifications of all staff, and a listing of agency and staffing certifications;
10. Outline of staffing schedules;
11. Summary of the agency's EMS equipment costs and a list of EMS equipment (including equipment vintage); and
12. Proof of Insurance.

Insurance

The Provider shall secure and maintain during the life of the contract, Comprehensive General Bodily Injury Liability Insurance and Property Damage Liability Insurance to protect the agency and its employee for personal injury, including accidental death, as well as, from claims for property damage, which may arise from operations under this project, whether such operations by themselves or by any employee or by anyone directly or indirectly employed by them. The Contractor shall have minimum umbrella coverage of \$2,000,000 per occurrence.

