



TOWN OF DOUGLAS

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REQUEST FOR PROPOSALS June 18, 2018

Type 1 Ambulance and Associated Equipment

Pursuant to Massachusetts General Laws, Chapter 30B, the Town of Douglas requests vendors make proposals for the provision of one (1) new Type 1 ambulance and associated equipment as specified herein and in the attached written purchase description (“Attachment A”).

Decision rule: The contract will be awarded using the request for proposals (RFP) process, which has been put in place pursuant to the findings noted in Attachment B. The contract for the desired item(s) will be awarded to the responsive and responsible vendor who submits the proposal most advantageous to the Town, based upon price and comparative criteria defined in this RFP. Proposals will first be scored and ranked according to the comparative criteria. Price considerations will follow, with proposals evaluated in order of their ranking.

The Town of Douglas reserves the right to reject any and all proposals.

Minimum products requirements: All proposals must meet the minimum criteria noted in the written purchase description to be considered responsive to this RFP. The Town will purchase one new Type 1 ambulance for use by its Fire and Ambulance Department. The intended use of the vehicle will be Advanced Life Support (ALS) first response to medical emergencies. The Town is looking to purchase the vehicle and certain associated equipment, including a power-assisted cot lift and fastener system and compatible stretchers, as a package.

Submission of proposals: Proposals must be submitted in an outer, sealed envelope clearly marked “FY 2019 Type 1 Ambulance” with the name and address of the proposer on the outside of the envelope. The contents of the vendor’s response must in turn be placed into two sealed envelopes, each bearing the same information as above, with one envelope labelled “proposal” and the other labelled “price.”

Proposal packages must be received no later than 2:00 PM on Thursday, July 20, 2018 at the office of the Town Administrator, 29 Depot Street, Douglas, MA 01516. Proposals received after this time will be returned unopened. At that time, all proposals will be opened in the Resource Room of the Municipal Center, 29 Depot Street, Douglas MA 01516 in the presence of the Chief

Procurement Officer and Chief of the Fire and Ambulance Department. At that time, a register of proposals will be created, which is a public record. The proposals, however, are not public documents and their contents will not be disclosed.

Evaluators will review only the non-price information and score each proposal according to the comparative criteria. Once the evaluation is complete, price proposals will be opened in the presence of witnesses and the final evaluation will take place.

The following criteria will be rated as noted above in the RFP on a scale of “highly advantageous” to “unacceptable.” For ease of comparison, the Town will assign numerical values to these categories on the following basis:

- “Unacceptable”: will receive a score of -0-. Proposals deemed unacceptable against any of the criteria will be rejected and no further analysis of the proposal will be conducted.
- “Not advantageous”: denotes that the proposed vehicle meets the Town’s minimum criteria, and shall receive a score of 1
- “Advantageous”: denotes that the proposed vehicle exceeds the Town’s minimum requirements, and shall be awarded a score of 2
- “Highly advantageous”: calls out performance or other value additions that significantly exceed the Town’s minimal expectations and therefore enhance the service capabilities or cost efficiency of the new ambulance in a material way, to receive a score of 3

The vehicles will be rank ordered, highest to lowest, according to their numerical scores. The criteria are as follows:

1. Does the proposed vehicle meet the so-called KKK-1822 F Standard, including Change 8 and Change 9 notices?

Scoring: the bidder must document if and/or how the proposed unit meets and/or exceeds this standard and the most recent change notices.

2. Can the proposed vehicle perform under difficult roadway conditions typical for the Town of Douglas, including unplowed, narrow private roads?

Scoring: Vehicles with specifications that demonstrate adequate power and traction for expected road conditions will be receive a score of “1” for minimum compliance, with higher ratings possible based upon total power and traction packages offered. The Douglas Fire – EMS Department believes a Type 1 Ambulance with either four-wheel or all-wheel drive is most likely to be successful in the comparative ranking process for this criterion.

3. Is the proposed vehicle equipped with a heavy duty, durable suspension?

Scoring: The Douglas Fire – EMS Department has utilized ambulances using air suspension systems in the past, with poor service and performance results. The Department believes that standard spring packages are superior to air suspension systems, and that compressed liquid suspension systems are best in class.

4. Is the vehicle equipped with a power-assisted loading system and power stretcher?

Scoring: A power assisted loading system is a minimum requirement. Higher scores will be awarded to proposals that provide equipment that will be compatible with the Town’s

existing Stryker cots or which provide a so-called "MCI kit" that allows for use of the Town's existing stretchers.

5. Is the vehicle equipped for transport safety and visibility?

Scoring: The Town considers the following to be minimum requirements: a traffic preemption device, LED emergency and scene lighting, a back-up camera system and rear chevrons. The vehicle must be painted red. Added features that improve the safety of operators and passengers will lead to higher scores for this criterion.

6. Does the ambulance generate enough electrical power to supply the needs of modern emergency medical response?

Scoring: The unit must have an inverter with 1200 watt minimum capacity. Higher scores will be awarded to units that exceed this requirement or which have features that assure regulated / polished power supply to the electrical components of the ambulance.

7. Is the interior of the ambulance compartment organized in a fashion that maximizes the flexibility and utility of the space, and includes most essential equipment?

Scoring: The vehicle must include an IV fluids warmer. It also must have cabinet for two self-contained breathing apparatus (SCBA) setups with brackets. Patient compartment must have cardiac monitor tower on curb side. The Town will award higher scores for extra ac/dc outlet plugs, equipment hookups or storage capabilities that allow staff to work efficiently and safely during transport.

8. Is the ambulance equipped with radio(s) that meet the needs of the Douglas Fire EMS Department?

Scoring: Douglas EMS must be able to communicate on both UHF and VHF bands. The minimum requirement is an acceptable radio and appropriate attachment(s) to the vehicle. Higher scores will be awarded to proposals which add features and versatility.

9. Is the vehicle covered by an industry-competitive warranty?

Scoring: The Town does not specify a detailed minimum in this area, but a vehicle with no warranty will be unacceptable. A warranty on key components for the typical duration in the industry will receive a score of "1." Availability of affordable warranty on any component beyond drive train and/or for an extended duration will receive higher scores.

Each vendor making a proposal will be given one opportunity to live demo / test drive / field test their proposed equipment as configured per their proposal (or a reasonable approximation of same) within two (2) calendar weeks after the proposal opening, either by bringing the ambulance to the Douglas Fire Station or by hosting a conference at their place of business no more than 75 miles from the Douglas Fire Station.

The vehicle receiving the highest score and offered at a price point that can be met by the Town's budget for this item will be selected.

In order to be considered responsive, proposals must meet all the submission requirements set out in this RFP.

All proposals shall include:

1. A written proposal that addresses all of the comparative criteria, including any product brochure(s) relevant to the evaluation process;
2. A price proposal which includes the name of the vendor making the proposal, which includes all costs, including warranty, delivery costs, etc.;
3. Certificate of State Tax Compliance;
4. Certificate of Corporate Vote (if required);
5. Disclosure Statement (if required); and
6. Non-Collusion Statement.

Proposals submitted prior to the deadline may be corrected, modified or withdrawn by written notice received in the Town Administrator's Office prior to the submission deadline stated above. Any such modification or correction of a proposal previously delivered to the Town Administrator's Office must be submitted in a sealed envelope, marked as the original with the title "FY 2019 Type 1 Ambulance," the proposer's name and address, and must indicate, "Modification No. ___" or "Correction No. ___" on the outside of the envelope. Any submission intended to withdraw a previously submitted proposal, must be similarly labeled and clearly indicate on the outside of the envelope that it is intended as a notice of withdrawal.

Form of contract: The general terms and conditions of the anticipated contract are set out in the sample Agreement attached hereto as Attachment C. The successful proposer will be expected to execute an Agreement in substantially the form set out in the Attachment within thirty (30) days of contract award.

Additional information: Any questions concerning the content or interpretation of this IFB must be submitted in writing to the office of the Town Administrator no later than June 29, 2018. The Town shall waive any informality in a proposal submission or allow the proposer to correct them. Any response to such questions will be provided in writing to all parties that have been provided a copy of this IFB. The Town will not be bound by any oral interpretation(s) or representation(s) made by any Town official or employee with respect to the terms and conditions of this IFB procedure. Persons submitting a proposal by mail or other delivery service shall bear full responsibility for delivery to the designated office prior to the submission deadline.

Award: The Chief Procurement Officer and/or his designee(s) will evaluate bids and make an award within fourteen (14) calendar days of opening the bids. The Chief Procurement Officer will notify the successful bidder with a written Contract Award and seek execution of the Contract in Attachment C in three (3) original copies.

Delivery: The Town requires that the items sought in this IFB be delivered no later than October 31, 2018. By submitting a completed bid, a vendor acknowledges the importance of timely delivery and that the Contract associated with this procurement includes a late delivery penalty clause.

TOWN OF DOUGLAS

PRICE PROPOSAL FORM: TYPE 1 AMBULANCE

This form must be submitted in a separate sealed envelope. Price proposals will not be opened and evaluated until all proposals have been ranked against the comparative criteria.

Date:

Name and address if Individual, Corporation or other Entity submitting this proposal:

<p>TOTAL PRICE PROPOSAL For all items in RFP and related to completion of the Contract, including equipment, base warranty, all labor to install any options, delivery costs, etc. Attach an itemization of the components of the bid and their related costs.</p>	
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The following information shall be provided on this form or on such additional sheets as shall be required:

The Individual, Corporation or other entity submitting this proposal operates on a for-profit ____, not-for-profit ____ basis. Evidence of not-for-profit status is attached to this proposal form. ____
Yes ____ No

Provide a brief history of the entity submitting this proposal, including length of time in existence, name and address of officers or trustees, current location, description of current operations, including number of employees, students, patients, clients, visitors, etc. prior leased properties and name and address of landlord in each instance.

The Proposer agrees to execute a Contract in substantially the form included in the Attachment C within thirty (30) days of delivery of such by the Town. ____ Yes ____ No

Proposal Submitted By:

(Signature) (Title)

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee club, or other organization, entity, or group or individuals.

Name of person signing bid or proposal or Business

CERTIFICATE OF COMPLIANCE WITH STATE TAX LAWS AND UNEMPLOYMENT COMPENSATION CONTRIBUTION REQUIREMENTS

Pursuant to M.G.L. Chapter 62C, Sec. 49A, I _____ as authorized signatory for _____ whose principal place of business is at _____ do hereby certify under penalties of perjury that has filed all state tax returns and paid all taxes as required by law and has complied with all state laws pertaining to contributions to the unemployment compensation fund and to payments in lieu of contributions.

The Business Organization Social Security Number or Federal Identification Number is: _____.

Signed under the penalties of perjury _____, 2018.

Signature: _____

Name and Title: _____

CERTIFICATE OF CORPORATE VOTE

If a corporation, complete below or attach to each signed copy of a contract and submit with the proposal a notarized copy of vote of corporation authorizing the signatory to sign this contract submit the proposal and to enter into a lease if an award is made by the Town. If attesting clerk is same as individual executing contract, signing the proposal, have signature notarized below.

At a duly authorized meeting of the Board of Directors of the

_____ held on _____
(Name of Corporation) (Date)

At which all the Directors were present or waived notice, it was VOTED, that,

(Name) (Officer)

of this company be and hereby is authorized to execute contracts and bonds in the name and behalf of said company, and affix its corporate seal thereto, and such execution of any contract or obligation in this company's name on its behalf by such

(Officer)

of the company, shall be valid and binding upon this company.

I hereby certify that I am the Clerk of the _____

that _____ is the duly elected

_____ of said company, and that the above vote has not been amended or rescinded (Officer)
in full force and effect as of the date of this contract.

A true copy,

ATTEST _____
Clerk

Place of Business _____
Corporate Seal

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____
DAY OF _____, 2018.

NOTARY PUBLIC