

**SOLICITATION OF LETTERS OF INTEREST
AND STATEMENT OF QUALIFICATIONS**

**COUNTY WIDE AMBULANCE SERVICE
PROJECT NUMBER 2011-I**

RFQ # 2011-I

INTENT AND GENERAL INFORMATION

The Columbia County Board of Commissioners (Board) is soliciting letters of interest and statement of qualifications from qualified reliable ambulance services providers.

The Board is seeking the highest quality, most reliable ambulance services providers. The successful contractor will offer services equal or better than the quality currently enjoyed by the Board.

The Board reserves the right to accept or reject any and /or all submissions, to approve or reject any sub-contractors, and to waive any technicalities or informalities, as determined to be in the best interest of Board.

SUBMITTAL

An original (unbound) and six (6) copies for a total of seven (7) of each submission must be received in a sealed package prominently marked on the outside with the words "**RFQ # 2011-I Ambulance Services**".

DEADLINE for receipt of submittals in response to this Request is February 23, 2011 at 11:00 a.m. Proposals should be mailed to Columbia County Board of Commissioners, P.O. Box 1529, Lake City FL 32056-1529, or hand delivered to: 135 NE Hernando Ave. Room 203, Lake City, FL 32055. Submissions by fax or other electronic media will not be accepted under any circumstances. Late submissions will not be accepted, but will be returned unopened to the sender at the sender's expense.

**COUNTY WIDE AMBULANCE SERVICE
PROJECT NUMBER 2011-I**

SCOPE OF SERVICES

GENERAL DESCRIPTION

It is the intent of this solicitation to receive letters of interest and statement of qualifications for county wide ambulance services for the Columbia County Board of Commissioners.

The Board is seeking the highest quality, most paramedic ambulance services provider. The successful contractor will provide information on how they can offer services equal or better than the quality currently enjoyed by the Board.

The successful contractor shall be exclusively responsible for providing all emergency ambulance services, throughout the unincorporated area of Columbia County and the Town of Fort White only, as well as additional associated support services.

The Board desires clinical excellence; superb response time performance; cost containment; professional and courteous image. Under this Contract, the relationship between the Board and the contractor should always be one of cooperation and not conflict.

The services shall include, but not be limited to, the management and operation of all Ambulances.

The Board mandates that there will be no reduction in the quality of any aspect of the services currently being performed or a reduction in any current performance standards.

Columbia County reserves the right to reject any/or all letters. Columbia County reserves the right to waive informalities.

For additional information concerning the purchasing process contact Ben Scott Purchasing Director, Columbia County Purchasing Department, at (386) 719-2028.

DESCRIPTION OF SERVICE AREA

Columbia County is a rural community located in North Central Florida. The County is located at the cross section of Interstates 75 & 10. The County has an approximate population of 66,000. Columbia County occupies an area of seven hundred ninety-seven (797) square miles. It is the intent of the Columbia County Board of commissioners to contract for a service area that includes the unincorporated area of Columbia County and the Town of Fort White only.

The median age is 39 years and the population is comprised of approximately 11,000 people aged 65 and older.

Cities include Lake City (Pop. 11,300) and Fort White (Pop. 500).

There are ten (10) nursing and personal care facilities, (2) Hospitals that receive emergency patients and one (1) VA Medical Center.

COMMUNICATIONS

Columbia County will provide dispatch services equipment and dispatch personnel through the Emergency Communications Center. This RFQ does not contain a requirement for these services.

TERMS AND CONDITIONS

Conformity and adherence to the terms and conditions of this solicitation shall be a condition considered by Board as part of its review process.

In determining submission acceptance, any data submitted or related to the solicitation, required or voluntary, shall be subject to evaluation as deemed appropriate and in the best interest of the County, including the conduct of the contractor or any representative of the contractor with regard to any Board official or employee. Inaccurate and misleading information provided in a contractor's submittal may result in rejection of the submittal.

Submittals in response to this solicitation will be reviewed against the criteria listed herein above, and award of a contract shall be made in accordance to standard purchasing procedures, the Board Procurement Policy and applicable regulations of the State of Florida.

Submittals will be evaluated on the basis of submitted materials, references, and/or interviews as applicable.

Insurance

Columbia County will require a hold harmless agreement from the Contractor covering personal injury, property damage, and/or professional responsibility claims that result from performance of this contract.

Columbia County will also require a certificate of insurance and a copy of the policy in which Columbia County is named as an additional insured for the following minimums:

- Automobile liability in the amount of \$1,000,000.00 for each accident for bodily injury and property damage
- General liability of \$3,000,000.00 for each occurrence of bodily injury and property damage
- Professional liability in the amount of \$1,000,000.00 for each claim
- Workers' compensation- amount shall be as required by Florida law based upon Contractor's employees.

SUBMITTAL

Submittals shall not contain information in excess of that requested, must be concise, and must specifically address the issues of this RFQ. It is requested that the response be no more than 10 pages (excluding resumes and reference letters) and titled Letter of Interest and Statement of Qualifications, RFQ # 2011-I. Resumes shall be limited to two pages per person that will be assigned to this project.

The submittals shall include the following:

- Brief overview of the contractor's history and organization that includes the name of the contractor's contact person, telephone, fax number and email address.
- Description of the contractor's expertise in managing a county wide ambulance service.
- Resumes of all personnel that will be assigned to the project with a copy of their professional license. Provide client contact information for all similar projects listed in resumes.
- List other County's that the contractor has performed county wide ambulance services similar in nature as those request in this solicitation.
- Provide a short narrative outlining your Company's approach to manage the county wide ambulance service to the level of quality currently received by the citizens of Columbia County.
- Relative to the scope of services for the project, describe the specific ability of the company. Include any innovative approaches to providing the services: briefly describe your quality assurance/quality control program. Describe how your company ensures reliability in providing quality service to citizens of Columbia County.

SELECTION AND EVALUATION PROCEDURES

The Board will utilize a selection committee consisting of Board staff who will review and rank all submittals received. The evaluation criteria listed below will be utilized to evaluate companies. The board may choose to short list the submittals and invite companies to give an oral presentation to the Board. The Board shall be the sole judge of its own best interests, the submittals and the resulting negotiated agreement. The Board's decision will be final.

Companies will be evaluated using a number of factors including, but not limited to, the following:

1. Experience and expertise of the company to meet the needs of the County.
2. Qualification and abilities of personnel.
3. Company's experience and expertise involving the scope of service for this RFQ.
4. Client reference letters.
5. Ability to work with the County and staff.
6. Ability to provide desired level of quality service.
7. Quality of submittal (clarity, conciseness and compliance with the requirements in the Request for proposal).