

REQUEST FOR PROPOSAL (RFP)  
AMBULANCE SERVICES TO  
PROVIDE SERVICE IN THE CITY  
OF LOCKPORT  
(APRIL, 2022)

I. PROJECT INTRODUCTION:

The City of Lockport, Niagara County, New York, is interested in receiving proposals from professional and qualified Ambulance Service Providers, which includes the provision of Advanced Life Support Care (ALS) and Basic Life Support Care (BLS).

If you are interested in providing the services described above, please submit ten (10) hard copies and one electronic copy of your proposal and qualifications by 12:00 noon on April 29, 2022, to Paul K. Oates, City Clerk, City Hall, One Locks Plaza, Lockport, New York 14094; e-mail address- [poates@lockportny.com](mailto:poates@lockportny.com) phone number- (716) 439-6776

Questions regarding this RFP should be submitted in writing to the City Clerk, Paul K. Oates by 4:00 pm on Friday, April 22, 2022.

The City reserves the right to interview contractors prior to awarding a contract. The City intends to negotiate and award a contract no later than the December 15, 2022 Common Council meeting to be effective January 1, 2023.

II. PROJECT BACKGROUND:

City of Lockport seeks to contract for ambulance services to serve the territory covered by the City of Lockport. The City of Lockport is currently supported by a career fire department with BLS and ALS providers. The City of Lockport Fire Department does not have transport capabilities.

III. TERM AND PRICE:

The initial contract terms shall be for one (1) year commencing January 1, 2023, with two (2), one (1) year renewals at the option of the municipality. The proposal shall be a fixed amount for each year payable in twelve (12) monthly installments following the end of each month. All personnel, supplies, capital equipment and business expenses shall be the responsibility of the contractor.

IV. CERTIFICATE OF AUTHORITY:

The successful contractor must provide a certificate of authority to provide ambulance services in the geographic area in the City of Lockport.

V. SCOPE OF SERVICES:

The Contractor will be responsible for providing any required ambulance services seven (7) days per week, twenty-four (24) hours per day. The Contractor shall provide Basic Life Support and Advanced Life Support ambulance services as defined in Section 3001 of the Public Health Law for the purposes of treating and transporting sick or injured persons found within

the boundaries of the coverage area to a local area hospital specified by the patient, if appropriate, or the appropriate Hospital dictated by Department of Health protocols.

The Contractor shall provide and maintain, at its own cost and expense, State certified ambulances and other equipment necessary to provide Advanced Life Support Ambulance service. Contractor will provide sufficiently trained and experienced personnel to maintain, operate and administer the ambulance service required under the proposal.

The proposal shall specify the contractor's intended response times to be incorporated into the contract, with penalties for non-compliance.

The proposal shall identify the company's intended staffing, training and certification of staff and age, condition and replacement periods for machinery and equipment.

VI. HOUSING:

The Contractor shall identify what facilities/building or housing it will require. The City will not provide housing.

VII. INSURANCE:

The Contract shall provide insurance at a minimum to meet the following standards:

The Contractor, at its own cost and expense, shall keep in force during the term of this agreement, with an insurance company or insurance companies authorized to do business in the State of New York, a policy or policies of insurance for the following coverage and amounts:

GENERAL LIABILITY: \$1,000,000.00 per occurrence

\$3,000,000.00 General Aggregate

MALPRACTICE LIABILITY: \$1,000,000.00 per occurrence

\$3,000,000.00 General Aggregate

CONTRACTUAL LIABILITY: Included in the above shall be coverage for Contractor's liability under the indemnification provisions of this Agreement.

AUTOMOBILE LIABILITY: To cover owned, hired and non-owned automobiles

\$ 1,000,000.00 liability; \$ 1,000,000.00 personal

injury protection

UMBRELLA LIABILITY: \$10,000,000.00 above the foregoing limits.

WORKERS COMPENSATION: Statutory Coverage.

\*All limits shown are combined single limits.

In all above policies, the City, and all of the City's elected and appointed officers, employees, volunteers and / or agents (the "City's Parties") shall be named as an additional insured on a primary basis. The Contractor will furnish Certificates of Insurance for the foregoing

coverage and amounts, with a directive to the insurance companies to give the City thirty (30) days prior written notice if such policy or policies are to be canceled.

VIII. CERTIFICATE OF AUTHORITY:

The successful contractor must provide a certificate of authority to provide ambulance services in the geographic area of the City of Lockport, Niagara County, New York.

IX. REFERENCES:

The proposal shall identify similar municipalities where the contractor has undertaken to perform similar services in the past ten (10) years and list at least three (3) municipal references.

X. STAND-BY COVERAGE:

The contractor is expected to provide stand-by coverage at all City functions attended by 500 or more people and any other City function upon request.

XI. OPTIONS:

It is understood that the contractor needs to respond to a mutual aid request from Niagara County E-911 under the Niagara County Mutual Aid Agreement.

The contractor shall provide back-fill, seamless coverage to the City, whenever an ambulance is dispatched within the City, or such other call outside of the territory at the direction of Niagara County E-911.

XII. ACCEPTANCE OF PROPOSALS:

The City reserves the right, at its sole discretion, to:

Accept any proposal it chooses and negotiate with one or more applicants to derive a contractual outcome, which may differ from the original RFP.

The City is not bound to accept any proposal.

The lowest price proposal will not necessarily be accepted.

The City reserves the right to vary the requirement of the RFP or any subsequent communication or correspondence to any or all RFP presents.