

Request For Proposal

North Penn School District

Emergency Medical Technician Service

For the Three (3) District Middle Schools Sport Programs

For School Years 2017/18, 2018/19 and 2019/20

Background:

The North Penn School District is requesting Proposals to provide Emergency Medical Technicians (EMT), licensed by the Pennsylvania Department of Health, to provide coverage for the North Penn Middle School Interscholastic Athletic Programs. Proposals will be due back to the NPSD on Thursday July 20, 2017 at 2:00 p.m. addressed to the North Penn School District, Educational Services Center, ATTN.: Carol Pitts, Assistant Director of Business Administration, 401 E. Hancock St., Lansdale, PA 19446. The proposal is to supply three (3) licensed EMT's, one for each district middle school on a daily basis during the school year. The district is interested in entering into a one year contract with provisions for two additional one year extensions. The district has three (3) middle schools which operate interscholastic athletic activities during the school year, and requires EMT services from approximately 3:00 p.m. to 5:30 p.m. on the days these activities are held.

School Locations:

The three middles schools are:

Pennbrook Middle School	Pennedale Middle School	Pennfield Middle School
1201 North Wales Road	400 Penn Street	726 Forty Foot Road
North Wales, PA 19454-2231	Lansdale, PA 19446-2896	Hatfield, PA 19440-2897

Services Required:

1. On all days that the district is operating its interscholastic athletic activities, an EMT will be on site at each location for 2 ½ hours from approximately 3:00 p.m. until 5:30 p.m.
2. If additional time is needed on any given day, the Middle School Athletic Director will authorize the EMT to provide this additional time.
3. The EMT will observe the interscholastic athletic activities in case emergency medical services are needed. The EMT shall render first aid and if required provide emergency first aid and contact emergency and/or ambulatory assistance if the situation warrants.
4. The EMT will dress in a uniform designating that they are a licensed EMT during their on duty hours at the school.
5. The EMT will work with the Middle School Athletic Director to establish an emergency health plan program which would include standard duties of the EMT and the roles and responsibilities of the EMT and those of the district.
6. The EMT will document all injuries treated and submit a copy of this documentation to the Middle School Athletic Director and/or school nurse.
7. The EMT will follow all district policies and procedures when interacting with student athletes.
8. A working relationship should be established with the appropriate local police and emergency medical personnel as required.
9. The EMT may be required to contact or interact with a parent or guardian of an athlete at the request of and with the supervision of the Middle School Athletic Director.
10. The EMT shall have adequate medical supplies available to perform their daily duties.

Contract Provisions:

The district will provide its standard contract. The contract will incorporate the duties of the EMT and any additional contract provisions required. The contract shall be for a period of one year with the district option for two additional one year contracts. Other contract provisions:

1. **Term:** The initial contract term will run for the 2017-18 school year, September 2017 thru June 2018 in accordance with the calendar provided by the Middle School Athletic Director once the sport schedules are developed. The district will have the right to extend the contract for two additional years at one year intervals. The district shall have the right to terminate this agreement without a specified reason with 60 day written notice. The contractor shall have the right to terminate this contract with 60 day written notice if the district fails to make payments in accordance with the contract.
2. **Independent Contractor:** The contractor shall at all times during this contract period be deemed an independent contractor and nothing in this contract shall be construed to make the contractor or its staff an employee, representative or agent of the North Penn School District.
3. **Insurance:** The contractor is required at all time during this contract period to provide insurance coverage as follows:
 - a. General Liability Coverage \$1,000,000
 - b. Professional Liability Coverage \$1,000,000
 - c. Workers Compensation Each Accident \$ 500,000
 - d. Workers Compensation Each Disease/Per Employee \$ 500,000
 - e. Workers Compensation Each Disease/Policy Limit \$ 500,000
4. **EMT Clearances:** Each EMT is required to provide to the Middle School Athletic Director the four clearance required by the Commonwealth of Pennsylvania for any person having contact with students. These clearances are as follows:
 - a. **Act 34, Section III of the Public School Code** (Criminal Record Check)
 - b. **Act 151, Chapter 63 of 23 PA Consolidated Statutes** (Pennsylvania Child Abuse History)
 - c. **Act 114** (F.B.I. Fingerprinting Clearances)
 - d. **Act 168** (Sexual Misconduct/Abuse Disclosure Release)
 - e. **These forms must be current for every worker on site at all times.**
5. **EMT Licenses:** Each EMT must be properly licensed at all times in accordance with the regulations of the Pennsylvania Department of Health. A copy of the license must be provided to the Middle School Athletic Director.
6. **Other Provisions:** Any other provisions proposed by the contractor will be considered by the district in consultation with the district solicitor.

Miscellaneous Provisions:

1. The Middle School Interscholastic Athletic season runs for approximately 160 days per year. This schedule will be provided to the contractor preceding the start of the school year. This schedule may fluctuate during the school year due to emergencies or weather related school closing. Most days are made up, however if school is in session and after school interscholastic activities are cancelled there is no provision to make up this time.
2. The district will reimburse the contractor for all reasonable out of pocket expenses that are pre-approved by the Middle School Athletic Director.
3. The contractor will issue an invoice, on a monthly basis, for all hours worked to the Middle School Athletic Director who will verify it for accuracy and present it for payment to the district accounting office. Payment should be made within 30 days of invoice submission.
4. The contractor should provide a list of additional services available and the corresponding price of these services.
5. The district may consider a contractor for any or all buildings; however our preference is to have one provider service the entire district.

6. The EMT/Driver must park all personal and/or vendor vehicles in a safe location and be aware of non paved surface field conditions. The district will not be responsible for towing of vehicles or damages to a vehicle parked in an unsafe location. Damages done to the district property by the contractor will be billed to the contractor.

Contractor Needs to Submit with their Proposal:

1. Hourly or Daily Rate for each EMT assuming a 2 ½ work day.
2. Hourly Rate for any hours over 2 ½ on a work day (minimal additional time will be ½ hour).
3. Insurance Coverage Documentation.
4. Additional Related Services that the contractor can provide.
5. Indicate whether you can provide the full complement of 3 EMT's daily.

North Penn School District

Lansdale, Pennsylvania 19446-3807

Non-Collusion Affidavit

Instructions:

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Antibid-Rigging Act, 73 P.S. 1611 et sec., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false SWORN statement in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the associated approval or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term "Complementary Bid" as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or non-competitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions may result in disqualification of the bid.

Non-Collusion Affidavit

For Bid for **Emergency Medical Technician Service**

State of _____ County of _____

I state that I am _____ of _____

(Title)

(Name of my Firm)

and that I am authorized to make this affidavit on behalf of my firm, and its Owners, Directors, and Officers. I am the person responsible in my firm for price(s) and the amount of this bid.

I state that:

1. The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract , or to submit a bid higher than this bid, or to submit any intentionally high or non-competitive bid or other form of competitive bid
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other non-competitive bid.

Non-Collusion Affidavit (con't.)

5. _____, its affiliates, subsidiaries, officers, directors, and employees are not currently under
under (name of my firm)
investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal Law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____ understands and acknowledges that the above representations are material and
and

(name of my firm)
important, and will be relied on by North Penn School District in awarding the contract for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the North Penn School District of the true facts relating to the submission of bids for this contract.

(Name)

and

(Company Position)

SWORN TO AND SUBSCRIBED

BEFORE ME THIS _____ DAY

OF _____, 20____.

Notary Public

My Commission Expires

North Penn School District
Lansdale, PA 19446

Vendor's/Contractor's Qualification Statement

The Undersigned certified under oath the truth and correctness of all statements and of all answers to questions made hereinafter.

Submitted by: _____	Corporation _____
Name: _____	Partnership _____
Address: _____	Individual _____
Principal Office: _____	Joint Venture _____
Phone: _____	Other _____

1. How many years has your organization been in business as a vendor/contractor?

2. How many years has your organization been in business under its present business name?

3. If a corporation, answer the following:
 - a. Date of Incorporation: _____
 - b. State of Incorporation: _____
 - c. President's name: _____
 - d. Vice President's name(s): _____
 - e. Secretary's or Clerk's name: _____
 - f. Treasurer's name: _____
 - g. List names and address of all parties holding greater than 10% interest in the corporation.

4. Trade References:

5. Bank References:

6. Name of bonding company and name and address of agent: