



**State of Alabama
Department of Mental Health
Central Purchasing
Solicitation**

Solicitation RFB 061 19000000993	Document Phase Final	Document Description AMBULANCE SERVICE
Procurement Folder 890026	Creation Date 06/27/19	Print Date 06/27/19

Request for Bids

CONTACTS

Contact	Name	E-mail	Phone
Requestor:	Annette Waites	Annette.Waites@mh.alabama.gov	334-353-7128
Issuer:	Annette Waites	Annette.Waites@mh.alabama.gov	334-353-7128
Buyer:	Annette Waites	Annette.Waites@mh.alabama.gov	334-353-7128

Bids will be accepted from: 06/27/19
to: 07/30/19 11:00 AM
Bids will be opened: 7/30/19 11:00 AM

TO BE COMPLETED BY VENDOR

Information in this section should be provided as appropriate. Bid Response must be in ink or typed with original signature and notarization.

1. Delivery: Can be made _____ days or _____ weeks after receipt of order.
2. Terms: _____ (Discounts are taken without regard to date of payment.)
3. Prices valid for acceptance within _____ days.
4. Vendor's quotation reference number, if any: _____ (this number will appear on the purchase order.)
5. E-mail address: _____ Internet Website: _____
6. General Contractor's License No: _____ Type of G.C. License: _____

Return invitation to bid:

Regular Mail
State of Alabama
Alabama Mental Health
Purchasing Office
P.O. Box 301410
Montgomery, AL 36130-1410

Courier
State of Alabama
Alabama Mental Health
Purchasing Office
100 N. Union St. Suite 570
Montgomery, AL 36104

Signature and Notarization Required

I have read the entire bid and agree to furnish each item offered at the price quoted. I hereby affirm I have not been in any agreement or collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding.

Sworn to and

VSS Vendor Number

Authorized Signature (Ink)

Subscribed before me this

Company Name

Type/Print Authorized Name

Day of _____

Mail Address

Title

Notary Public

City, State, Zip

Toll Free Number

Term Expiration: _____

Phone Including Area Code

Fax Number

COMMODITY INFORMATION

Group: 1 Default Commodity Group **Line:** 1 **Line Type:** Item
Commodity Code: 99037 **Quantity:** 0.00000
Commodity Description: Emergency Medical Services, Including **Unit:** Each
Extended Amount: **Unit Price:**

Preferred Vendor: _____

Extended Description:

Ambulance Service from Harper Center to DCH Regional Hospital

Emergency Medical Services, Including Emergency Ambulance Services, (See 948-12 for Non-emergency Ambulance Services)

SHIPPING AND BILLING**Shipping**

ADMH- Central Office Contracts & Purchasing
Annette Waites...Room 570
100 N Union
RSA Union Building
Montgomery, AL 36130

Delivery Date:

Billing

ADMH- Central Office Accounts Payable
100 North Union / Phone: 334-242-3799
RSA Union Building
Suite 568
Montgomery, AL 36130

Delivery Type:

COMMODITY INFORMATION

Group: 1 Default Commodity Group **Line:** 2 **Line Type:** Item
Commodity Code: 94812 **Quantity:** 0.00000
Commodity Description: Ambulance Services, Non-emergency (See 990-37) **Unit:** Mile
Extended Amount: **Unit Price:**

Preferred Vendor: _____

Extended Description:

Ambulance Service from Harper Center to Various Doctor/Medical Offices Around the Tuscaloosa Area and Return to Harper Center

Ambulance Services, Non-emergency (See 990-37 for Emergency Ambulance Services)

SHIPPING AND BILLING**Shipping**

ADMH- Central Office Contracts & Purchasing
Annette Waites...Room 570
100 N Union
RSA Union Building
Montgomery, AL 36130

Delivery Date:

Billing

ADMH- Central Office Accounts Payable
100 North Union / Phone: 334-242-3799
RSA Union Building
Suite 568
Montgomery, AL 36130

Delivery Type:

COMMODITY INFORMATION

Group: 1 Default Commodity Group **Line:** 3 **Line Type:** Item
Commodity Code: 99037 **Quantity:** 0.00000
Commodity Description: Emergency Medical Services, Including **Unit:** Each

Extended Amount:

Unit Price:

Preferred Vendor: _____

Extended Description:

Ambulance Service from Bryce Hospital to DCH Regional Hospital

Emergency Medical Services, Including Emergency Ambulance Services, (See 948-12 for Non-emergency Ambulance Services)

SHIPPING AND BILLING

Shipping

ADMH- Central Office Contracts & Purchasing
Annette Waites...Room 570
100 N Union
RSA Union Building
Montgomery, AL 36130

Delivery Date:

Billing

ADMH- Central Office Accounts Payable
100 North Union / Phone: 334-242-3799
RSA Union Building
Suite 568
Montgomery, AL 36130

Delivery Type:

COMMODITY INFORMATION

Group: 1 Default Commodity Group **Line:** 4 **Line Type:** Item
Commodity Code: 94812 **Quantity:** 0.00000
Commodity Description: Ambulance Services, Non-emergency (See 990-37) **Unit:** Mile
Extended Amount: **Unit Price:**

Preferred Vendor: _____

Extended Description:

Ambulance Service from Bryce Hospital to Various Doctor/Medical Offices Around the Tuscaloosa Area and Return to Bryce Hospital

Ambulance Services, Non-emergency (See 990-37 for Emergency Ambulance Services)

SHIPPING AND BILLING

Shipping

ADMH- Central Office Contracts & Purchasing
Annette Waites...Room 570
100 N Union
RSA Union Building
Montgomery, AL 36130

Delivery Date:

Billing

ADMH- Central Office Accounts Payable
100 North Union / Phone: 334-242-3799
RSA Union Building
Suite 568
Montgomery, AL 36130

Delivery Type:

COMMODITY INFORMATION

Group: 1 Default Commodity Group **Line:** 5 **Line Type:** Item
Commodity Code: 99037 **Quantity:** 0.00000
Commodity Description: Emergency Medical Services, Including **Unit:** Each
Extended Amount: **Unit Price:**

Preferred Vendor: _____

Extended Description:

Ambulance Service from Taylor Hardin to DCH Regional Hospital

Emergency Medical Services, Including Emergency Ambulance Services, (See 948-12 for Non-emergency Ambulance Services)

SHIPPING AND BILLING

Shipping

ADMH- Central Office Contracts & Purchasing
Annette Waites...Room 570
100 N Union
RSA Union Building
Montgomery, AL 36130

Delivery Date:

Billing

ADMH- Central Office Accounts Payable
100 North Union / Phone: 334-242-3799
RSA Union Building
Suite 568
Montgomery, AL 36130

Delivery Type:

COMMODITY INFORMATION

Group: 1 Default Commodity Group **Line:** 6 **Line Type:** Item
Commodity Code: 94812 **Quantity:** 0.00000
Commodity Description: Ambulance Services, Non-emergency (See 990-37) **Unit:** Mile
Extended Amount: **Unit Price:**
Preferred Vendor: _____

Extended Description:

Ambulance Service from Taylor Hardin to Various Doctor/Medical Offices Around the Tuscaloosa Area and Return to Taylor Hardin

Ambulance Services, Non-emergency (See 990-37 for Emergency Ambulance Services)

SHIPPING AND BILLING

Shipping

ADMH- Central Office Contracts & Purchasing
Annette Waites...Room 570
100 N Union
RSA Union Building
Montgomery, AL 36130

Delivery Date:

Billing

ADMH- Central Office Accounts Payable
100 North Union / Phone: 334-242-3799
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Montgomery, AL 36130

Delivery Type:

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AUTHORITY:

The Department of Mental Health, an agency of the State of Alabama, makes purchases under the authority granted in Acts 1965, No. 881, Acts 1984, No. 84-242, and in accordance with the State of Alabama Bid Laws, specifically Code of Alabama 1975, Section 41-16-20.

AWARD:

The Department of Mental Health reserves the right to: (1) award bids on an "all or none" basis; (2) award bids on an "item by item" basis, unless otherwise specified by bidder; (3) waive any informality in bids; (4) reject any and all bids.

BID RESPONSE INSTRUCTIONS:

In order to submit a responsible bid, bidder must read and follow all instructions, terms, conditions and specifications.

1. Bid envelope(s)/package(s)/box(es) must be identified with the bid number and opening date. Each individual bid must be submitted in a separate envelope. Responses to multiple bid numbers submitted in the same package that are not in separate envelopes and properly identified will be rejected. The Department of Mental Health does not assume responsibility for late bids for any reason including those due to postal or courier service. Bid responses must be in the Department of Mental Health Office of Contracts and Purchasing prior to the "close date and time" indicated on the bid.
2. Bid responses must be in ink or typed on this document, or replicated in the exact format. Signatures must be handwritten originals in ink or the bid will be rejected. Unless indicated in the bid, all price pages must be completed and returned. If an item is not being bid, identify it as N/B (no bid). Pages should be secured. The Department of Mental Health does not assume responsibility for missing pages. Faxed/mailed bid responses will not be accepted.
3. The unit price always governs regardless of the extended amount. A unit price change must be initialed by the person signing the bid or that line will be rejected. Price changes include but are not limited to cross-out, strike-over, ink-over, white-out, erasure, or any other method changing the price.
4. The Department of Mental Health requires an original and a minimum of two exact copy signed, notarized bid to include any required addendum(s) and documentation. The original and the copy should be submitted together as a bid package.

BID REJECTION:

Bidders shall not place any qualifications, exceptions, conditions, reservations, limitations, or substitutions in their bid concerning the contract terms and conditions. Any such qualifications, exceptions, conditions, reservations, limitations, or substitutions shall result in rejection of bid.

Bids that are improperly submitted or received late will be documented for record will not be returned nor will bidder be notified.

The following is a partial list whereby a bid response will be rejected:

- Bid number not on envelope/package/box
- Bid response with multiple bid numbers in same envelope not properly identified

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- Bid responses received late
- Bid response not signed/not original signature
- Bid response not notarized/not original signature of notary/or notary expiration
- Bidder notarized own signature
- Required information not submitted with bid response
- Failure to submit the original bid and two copies
- Bid response received from non-subscribed/expired vendor

Beason-Hammon Alabama taxpayer and Citizen Protection Act (Act 2011-535 and as amended Act 2012-491)

As a condition for award of this bid, the vendor acknowledges the following:

“By signing this contract, the contracting parties affirm, for the duration of any agreement that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.”

Verification of enrollment in the E-verify program will be required prior to any award to a vendor who employs one or more employees within the State of Alabama. E-verify documentation should be identified with the bid number and the buyer name. Failure to provide documentation within five (5) calendar days of notification will result in the rejection of your bid. To enroll in the E-verify program visit www.dhs.gov/e-verify.

CERTIFICATION PURSUANT TO ACT No. 2006-557:

Alabama Law (section 41-4-116, Code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting and remitting Alabama state and local sales, use and/or lease tax on all taxable sales and leases in Alabama. By submitting this bid, the bidder is hereby certifying that they are in full compliance with Act No. 2006-557, they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that the awarding authority may declare the contract void if the certification is false.

MINORITY VENDOR INFORMATION:

Information and assistance to minority and women-owned businesses in acquiring M/WBE certification may be obtained from the Office of Minority Business Enterprises at www.adeca.alabama.gov.

STANDARD TERMS AND CONDITIONS

VENDOR REGISTRATION AND SUBSCRIPTION FEE:

Vendor may receive bid notices by registering at the State of Alabama vendor self-serve (VSS) portal, Hyperlink: “<https://procurement.staars.alabama.gov>”. Vendors wishing to respond to bids must be subscribed. Bid responses will not be accepted from non-subscribed vendors. Once registered you may subscribe by clicking the “pay subscription fee” tab at the top of the VSS home page. Payments must be made by credit or debit card. Vendors should provide their VSS

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assigned number on all bid responses. A vendor's subscription must be maintained throughout the term of an awarded contract to include renewal periods.

INTENT TO AWARD:

The State of Alabama Department of Mental Health will issue an "Intent to Award" before the final award is made. The "Intent to Award" will continue for a period of five (5) calendar days, after which the award will be final provided there are no protest. Upon final award, all rights to protest are forfeited. A detailed explanation of this process may be reviewed in the Alabama Administrative Code – Chapter 355-44(14).

ALTERNATE BID RESPONSES:

Unless stated elsewhere in this Invitation-to-Bid (ITB) the Dept. of Mental Health accept and evaluate alternate bid submittals provided the response meets all bid requirements. Alternates will be considered. When alternate brands and/or product numbers are bid, adequate specifications for evaluation must be submitted with the bid. Final determination as to equal quality of alternate will always be made by the receiving authority.

INTERNET WEBLINKS:

Internet and/or website links will not be accepted in bid responses as a means to supply any requirements stated in this ITB.

SALES TAX EXEMPTION:

Pursuant of the Code of Alabama, 1975, Title 40-23-4(A), the State of Alabama is exempt from paying sales tax. An exemption letter will be furnished upon request.

FOREIGN ENTITIES – CERTIFICATE OF AUTHORITY:

Alabama Law provides that a foreign entity (out of state company/firm) as identified in Section 10A-1-7.01 Code of Alabama 1975, not otherwise exempted by Section 10A-17.02 Code of Alabama Section 1975, may not transact business in the State of Alabama until it obtains a Certificate of Authority from the Secretary of State. To obtain forms for a Certificate of Authority, contact the Secretary of State, Corporate Division, (334) 242-52324. The Certificate of Authority does not prevent the vendor from submitting a bid.

BOYCOTT:

"Pursuant to Act 2016-312, the contractor hereby certifies that it is not currently engaged in, and will not engage in, the boycott of a person or an entity based in or doing business with jurisdiction with which this state can enjoy open trade."

PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE:

In accordance with the Uniform Commercial Code (Code of Alabama, Title 7), after delivery, the State of Alabama has the right to inspect all products before accepting. The State will inspect products in a reasonable timeframe. Signature on a delivery document does not constitute acceptance by the State. The State will accept products only after satisfactory inspection.

FREIGHT:

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Bid is F.O.B. destination. Any freight charges must be included in the bid prices. Do not include freight as separate line item. The vendor must assume all responsibility for damage in transit.

INVOICES:

Vendor understands and agrees that it has an affirmative duty to submit invoices accurately and on time. For purposes of this contract, this means that vendor shall submit all invoices by the fifth (5th) day of each month (or the next business day if the fifth falls on a weekend or State holiday) following the rendering of services or product that is required by this contract.

ALABAMA PREFERRED VENDOR:

A 'Preferred Vendor' shall be a person, firm, or corporation that is granted priority by meeting all of the following criteria as established by Section 41-16-20, Code of Alabama, 1975

Priority 1. Produces or manufactures the product within the State.

Priority 2. Has an assembly plant or distribution facility for the product within the State.

Priority 3. Is organized for business under the applicable laws of the State as a corporation, partnership, or professional association and has maintained at least one retail outlet or service center for the product or service within the State for not less than one year prior to the deadline date for the competitive bid.

Preferred vendor status must be indicated on the pricing page(s) of your bid in order to be considered for preferred vendor preference. By signing this bid, you affirm that the item(s) indicated meet all three criteria of a preferred vendor.

Bid item(s) meeting the criteria of preferred vendor where pricing is within 1% of the lowest compliant bid may be considered for award by the awarding authority.

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STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH

The purpose of this RFB is to solicit pricing to establish a contract to provide ambulance service/medical transportation to various Mental Health Facilities in the Tuscaloosa area.

The contract shall be for a period of three years with an option to issue a second and third (12 month) contract under the same pricing, terms and conditions. The second and third contract, if requested by the Department of Mental Health and agreed upon by the vendor, shall begin the day after the previous contract expires. Either party may terminate the contract with thirty (30) days written notice.

The medical transportation vendor shall make ambulance services available to Harper Geriatric Center, Bryce Hospital and Taylor Hardin (Facilities) twenty-four (24) hours per day, seven (7) days per week, including holidays. Vendor shall be a preferred supplier for transport services for the Facilities patients who are transported from the facility, excluding a patient's request to use another service. Designation of vendor as preferred provider does not commit or obligate Facility to provide the vendor a specific percentage of medical transportation services required by a facility, for a specified amount of revenue to be derived from those services. All applicable provisions of law relating to the licensing and operation of medical transportation services shall be fully complied with by vendor.

Dispatch services shall be available twenty-four (24) hours per day, seven (7) days per week, including holidays.

Emergency Transports – within 30 minutes, 90% of the time
Non-Emergency Transports – within 120 minutes, 90% of the time

In the event of a natural disaster or circumstances beyond the control of either the vendor or Facility said parties shall not be liable under this agreement.

Advanced life support (ALS) ambulances will be staffed at the minimum of all local, state and federal requirements. ALS ambulance shall be staffed by at least one paramedic plus driver.

All medical transportation vehicles will be equipped to meet all local, state and federal requirements.

Vendor will provide statistical data identifying medical transportation services to and from facility as reasonably requested.

Facilities agree to provide the vendor with information within its control that may be necessary to document medical necessity for ambulance transportation. The vendor agrees to follow all patient confidentiality policies and standards set forth by the facility.

The vendor is at all times an independent contractor and not an agent or employee of the Facility. No act or omission by either party or anything in this contract or otherwise shall be construed or deemed to create any other relationship including principal agent or employee of the other.

The vendor shall maintain at its expense, policies of comprehensive public liability, medical/professional liability, and motor vehicle insurance against all claims for damage

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of property, and for bodily injury including death, resulting from the vendor's or it employee's acts or omissions, with minimum limits of \$1,000,000.00 per claim. Vendor agrees to maintain insurance coverage with carriers in limits mandated by law for workers compensation, occupational disease and employer liability.