



CITY OF BESSEMER
REQUEST FOR PROPOSAL (RFP)
For
Ambulance Services
SUBMISSION DEADLINE
MONDAY NOVEMBER 10, 2025 at
4:00 p.m. CDT

Submit Proposals to:

Wanda D. Taylor

City Clerk
City of Bessemer
1700 3rd Avenue North
Bessemer, Alabama 35020

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Advertisement

CITY OF BESSEMER

Ambulance Services for the City of Bessemer, Alabama

REQUEST FOR PROPOSAL

The City of Bessemer invites qualified firms or individuals who are both licensed and bonded to submit proposals to serve as an independent contractor to provide ambulance services for the City of Bessemer, Alabama.

Written Proposals will be received by Wanda D. Taylor, City Clerk, at 1700 3rd Avenue North, (1st Floor), Bessemer, AL 35020 no later than **4:00 p.m. (CST) on Monday, November 10, 2025**. Proposals must be submitted in person or via U.S. mail. The City will keep late proposals, but they will not be considered for award. The City will not consider for award any proposals submitted via facsimile, email or other forms of electronic transmission.

The complete Request for Proposal is on file with and may be obtained from the City Clerk's Office, Wanda D. Taylor - City Clerk, 1700 3rd Avenue North, (1st Floor), Bessemer, Alabama. The Request for Proposal can also be obtained from the City's website <https://www.bessemeral.org>.

It is the responsibility of the proposer to check the website to stay current on all Q&A and any addendums. It will not be the City's responsibility to ensure that the most current information is available in any additional way other than posting it on the website.

The City of Bessemer's programs, services, employment opportunities, and volunteer positions are open to all persons without regard to race, religion, color, national origin, sex, age, marital status, handicap, or political affiliation.

Wanda D. Taylor
City Clerk
City of Bessemer

SECTION I – GENERAL INFORMATION

I-1 Request for Proposal (RFP)

The City of Bessemer is requesting proposals for a one (1) year contract for emergency ambulance services for the City of Bessemer, Alabama. The contract may be extended for two additional one (1) year periods upon mutual contract of the parties.

Schedule of Request for Proposal Events

RFP Issued	Oct. 9, 2025
Deadline for Inquiries	Oct. 27, 2025
Pre-Bid Meeting	Nov. 3, 2025
Proposals Due by 4:00 p.m.	Nov. 10, 2025
Bid Opening	Nov. 11, 2025
City Council Approval (projected)	Nov. 18, 2025
Commencement of Services (projected)	Jan. 1, 2025

All proposers must attend a mandatory pre-bid meeting on Monday November 3, 2025, at 10:00 a.m. in the multi-Purpose Room located on the first floor of Bessemer City Hall 1700 3rd Avenue North, Bessemer, Alabama 35020. Bidders must sign for their proposal to be Considered.

I-2 Official Contact

Questions regarding this RFP must be labeled “Ambulance Services for City Hall Query” and directed to:

Wanda D. Taylor, City Clerk
City of Bessemer
1700 3rd Avenue North
Bessemer, Alabama 35020
(205) 424-4060 ext. 4192
Email: cityclerk@bessemeral.org

I-3 Proposal Due Date

One (1) original and five (5) copies of the proposal must be delivered to:

Wanda D. Taylor, City Clerk
City of Bessemer
1700 3rd Avenue North
Bessemer, Alabama 35020

no later than **Monday, November 10, 2025, at 4:00 p.m. CDT**. Proposals must be sealed and clearly addressed and marked with **“PROPOSAL FOR AMBULANCE SERVICES FOR THE CITY OF BESSEMER.”** The City will keep late proposals, but not considered for award. Proposals must be submitted in person or via U.S. mail. The City will not consider for award any proposals submitted via facsimile, email or other forms of electronic transmission.

I-4 Proposal Withdrawal

Any proposal may be withdrawn at any time before the proposal due date and time, by providing a written request for the withdrawal of the proposal to the issuing office. A duly authorized representative of the firm shall execute the request. Withdrawal of a proposal will not prejudice the right of the proposer to file a new proposal.

I-5 Additional Inquiries

Any inquiries or request for additional information must be directed to the city clerk or discussed at the pre-bid meeting. No protest of or request to change a solicitation provision, evaluation criterion, scope of work, specification or contract term or a protest of the selection of a consultant or award of a contract because of a solicitation provision, evaluation criteria, scope of work, specification or contract term will be considered after such time. Any request for change shall include the reason for the change, any proposed language, and why the proposed language would benefit the City. The City shall consider the request for change and may reject the request for change, issue an addendum or cancel the RFP. The request must be submitted to the City at the following address:

Wanda D. Taylor, City Clerk
City of Bessemer
1700 3rd Avenue North
Bessemer, Alabama 35020

I-6 Addenda

The City may modify the RFP at any time prior to the proposal due date, by issuance of a written addendum to all proposers who are participating in the process at the time the addendum is issued and posted on the city's website (<https://www.bessemeral.org>). Addenda will be numbered consecutively. Only through a written addendum may the City modify the RFP. Any other modifications, verbal or otherwise, to the RFP specifications shall not be binding upon the City. It is the sole responsibility of proposers to check the City's website for any addenda the City may issue.

I-7 Cancellation, Delay or Suspension of Solicitation, Rejection of Proposals

The City may cancel, delay or suspend this solicitation if doing so is in the best interest of the City as determined by the City. The City may reject any or all proposals, in whole or in part, if doing so is in the best interest of the City as determined by the City.

I-8 Irregularities

The City reserves the right to waive any non-material irregularities or information in the RFP or

in any proposal.

I-9 Selection Process Generally

This RFP is not an offer to contract but seeks the submission of proposals from qualified, professional respondents that may form the basis for negotiation of a contract. *The City of Bessemer reserves the right to reject any or all proposals and solicit additional proposals if it is determined to be in the best interest of the City of Bessemer.*

I-10 Incurred Costs

The City is not liable for any costs incurred by a proposer in the preparation and/or presentation of a proposal.

I-11 Ownership of Documents

Any material submitted by a proposer shall become the property of the City. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.

I-12 Confidentiality of Information

All information and data furnished to the proposer by the City and all other documents to which the proposer's employees have access during the preparation and submittal of the proposal, shall be treated as confidential to the City. Any oral or written disclosure to unauthorized individuals is prohibited.

I-13 Public Record

All proposals and information submitted by proposers are not open for public inspection until after the notice of intent to award a contract is issued. Except for exempt materials, all proposals and information submitted by proposers will be available for viewing after the evaluation process is complete and the notice of intent to award is sent to all participating parties.

I-14 Equal Opportunity Policy for Vendors

The City of Bessemer requires all Proposers to comply with equal opportunity policies. The City of Bessemer's programs, services, employment opportunities, volunteer positions and contracts are open to all persons without regard to race, religion, color, national origin, sex, age, marital status, handicap, or political affiliation. In addition, all proposers must comply with the Beason-Hammon Alabama Taxpayer and Citizen Protection Act. More information is available at: <http://www.immigration.alabama.gov>.

SECTION II – PROPOSALS

II-1 Proposal Submittal

- i) Proposals shall be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the RFP, and should be easily reproducible. Emphasis should be on completeness and clarity of content and cost effectiveness of the proposal.
- ii) All pages of the proposal must be numbered consecutively. The proposal must be organized in accordance with the Proposal Content list below.

II-2 Proposal Content

The proposal must provide the following information in the following sequence.

1. Bid Proposal Form/Checklist (Exhibit V-2)
2. Title Page
3. Letter of Transmittal
4. Table of Contents
5. A completed Certification Statement (Exhibit V-1) with proposal.
6. Executive Summary highlighting the firm's proposal. The complete name of the firm or person(s) submitting the proposal, the primary office address, the primary and secondary contact person(s) and their perspective telephone numbers and email addresses.
7. Company Background including:
 - a. How long the person or company has been in business.
 - b. A brief description of the company's size and organization.
 - c. Number of support personnel.
 - d. A list of any sub-proposers the firm proposes to use.
8. A letter on company letterhead authorizing an official of the firm to negotiate a transaction with the City.
9. Certificate of Insurance and Certificate of Licensure
10. List of four (4) references including: name, telephone number, address and email.

SECTION III – EVALUATION/SELECTION OF PROPOSALS

III-1 Evaluation Criteria

The City will evaluate proposers on their ability to provide the services including the overall cost for said services. All proposal prices are to be firm for ninety (90) days. The City reserves the right to contact references other than, and/or in addition to, those furnished by a proposer.

III-2 Selection Process

- i) At its discretion, the City of Bessemer may require proposers to provide a demonstration of equipment used. These demonstrations provide an opportunity for the proposers to clarify their proposal for the City. All such demonstrations will be scheduled by the City. The award/negotiation sequence will be based on a selection of the most advantageous regarding price, quality of services, the Vendor's qualifications and capabilities to provide the specified service, and other factors which the City of Bessemer may consider.
- ii) The appropriate staff will evaluate each proposal. If necessary, three (3) proposers will be placed on a "short list" and may be asked to come in for an interview. The proposers that are selected to come in for an interview may be asked to submit additional information. The City reserves the right to ask for clarification or additional information so that a fair and comprehensive evaluation of all proposals can be conducted.

III-3 Clarifications

The City reserves the right to seek clarification of each proposal submitted. The City also reserves the right to require additional evidence of technical, managerial, financial, or other abilities prior to selection.

III-4 Award

- i) Once the proposals are opened, the City of Bessemer will evaluate each proposal, taking into consideration the criteria and methodology stipulated in this RFP. The City of Bessemer will be the sole judge in evaluation considerations and may make an award to the proposer(s) who submit the proposal judged by the City to be most advantageous. A recommendation as to which proposal best meets the interests of the city will be presented to the Bessemer City Council. The award will only be to the responsible proposer(s) qualified by experience to perform the services specified herein and in consideration of the City's best interests.
- ii) The City reserves the right to reject any or all proposals, in whole or in part and is not necessarily bound to accept the lowest price but instead will accept and award to the proposal that is most responsible and best suits the City and the City's services. The City reserves the right to waive minor irregularities. A proposal may be rejected if it is in any way incomplete or irregular and preference will be given to local proposers.

III-5 *All proposals submitted shall be valid for a period of ninety (90) calendar days from the date of the proposal opening.*

III-6 Notice of Intent to Award, Term and Renewal, & Basis of Payment

- i) Upon completion of the evaluation process, the City Clerk will advise the Proposers of the City's number one selection.
- ii) The term of this Contract shall commence January 1, 2025 at 12:01 a.m. Central Standard Time (the "Effective Date") and continue in effect thereafter for a period of one year. This Contract may be extended for two (2) additional one (1) year periods if mutually agreed by the parties. In no event shall this Contract be extended more than two (2) one-year periods and shall expire no later than December 31, 2028.
- iii) Payment will be made to the Provider in arrears in twelve monthly payments equal to the maximum amount to be paid under the Contract divided by twelve (12).

SECTION IV – SCOPE OF WORK

IV-1 Specifications

The specifications outline the requirements for ambulance services for the City of Bessemer, Alabama.

IV-2 Responsibilities of the Provider

- i) Provider shall be the designated provider of emergency and non-emergency advanced life support ("ALS") ambulance service and emergency and non-emergency basic life support ("BLS") for all 911 emergency medical calls as needed in the City, on a twenty-four (24) hour per day basis. Provider shall be available for such service by dispatch operated by the City. Provider shall furnish such services to all persons within the City regardless of patient(s) ability to pay. City shall not contract with other private ambulance services to perform such services during the term of the contract.
- ii) Provider shall comply with all applicable state and local laws, rules and regulations for businesses, ambulance services, and those associated with employees. Provider shall also comply with Alabama Department of Public Health policies, rules, regulations, procedures and protocols.
- iii) All ambulances provided by the Provider shall meet or exceed all current and applicable Advanced Life Support ambulance requirements and standards of the State of Alabama.
- iv) All ambulances provided by Provider shall at all times carry and maintain the necessary medical equipment and supplies required under applicable law and as necessary to properly respond to emergency calls. Provider shall replenish such supplies and equipment as needed

at its expense.

- v) Provider will at all times maintain adequate ALS units to meet the response times mandated by this RFP. All ambulances by a provider for patient transportation shall not have been used for more than two hundred fifty thousand (250,000) miles. Each vehicle used shall be introduced into service in good condition and shall be thereafter maintained in good operation condition. Each provider ensure that at least one (1) field supervisor with EMS experience is on-duty at all times to oversee and provide support to field personnel.
- vi) Provider shall ensure that every ambulance offered for service in the city to respond to 911 emergency calls meet the following response time requirements, regulations, and standards:
 - (1) Fractile response time is defined as follows: Response times shall be calculated from the hour, minute, and second the call is dispatched by City Dispatch to the hour, minute, and second the provider's ambulance arrives on scene. A call is considered "dispatched" at the time City dispatch makes contact with providers dispatch to request an ambulance. Each incident shall be counted as a single response regardless of the number of first responders or ambulances actually utilized and only the first arriving ambulance's time shall be applicable.
 - (2) Based on fractile response time analysis, ninety (90) percent of all 911 generated emergency call responses' each quarter shall be responded to within (14) Fourteen minutes or less.
 - (a) Provider must provide fractile response time analysis reports monthly to the Fire Chief. If the provider fails to meet the fractile response time within any calendar quarter without good cause, as determined by the city, the city reserves the right to terminate the contract/agreement upon Ninety (90) days advanced notice. Violation of this provision will result in a financial penalty of Five Thousand Dollars (\$5,000) for the first occurrence and Ten thousand Dollars each additional occurrence within a calendar year.
 - (3) Response time exceptions may be granted by the Fire Chief (and therefore excluded from the fractile response analysis) for a good cause only. The request for an exception must be filed in writing within seventy-two (72) hours of the call in question. Such request shall set forth at a minimum, the date, the time, the address and the specific circumstances causing the delayed response. The burden of establishing good cause for an exception shall rest with the provider, which must have acted in good faith in the execution of its responsibilities. The Fire Chief shall have the authority to require additional information of the provider or any other individual deemed to possess information pertinent to the response in question. The decision of the Fire Chief on granting a response time exception is final.
 - (4) Any call that is "rolled" or given to another ambulance service because a provider is unable, for any reason to respond will be counted for purposes of fractile response time calculations

as a call for which the response time standard was not met. If no on-scene time is reported by the provider, the call will be counted for purposes of fractile response time calculations as a call for which the response time standard was not met.

- vii) Monthly reports providing response times must be maintained electronically by the provider and City Dispatch and provided to the Fire Chief or his/her designee by the fifth day of the subsequent month. Said reports shall be submitted electronically in an Excel spread sheet in the format as requested or approved by the Fire Chief. These monthly reports shall be provided in such a manner that the patient or other private or law enforcement data shall not be present in either report. The minimum data fields in the reports which must include the following:
 - (1) Provider Reports for each call shall include:
 - (i) Date and time of call received from City Dispatch to the provider.
 - (ii) Date and time provider reports on the scene.
 - (iii) Identification of each emergency call dispatched which did not meet the established fractile response time standard.
 - (iv) Fractile Response time analysis.
 - (v) Address of the call.
 - (vi) Nature of the call and disposition of the call.
 - (vii) Date and time call canceled if canceled.
 - (b) City Dispatch reports for each call shall include:
 - (i) Date and time of call received from Bessemer Dispatch to the provider.
 - (ii) Address of the call.
 - (iii) Nature of the call and disposition of the call.
 - (iv) Date and time provider reports on scene.
 - (v) Date and time call canceled if canceled.
 - (vi) Date and time provider reports they have no ambulances available if applicable.
- viii) Quarterly reports providing the above information must be submitted electronically in an Excel spread sheet in a format as requested or approved by the Fire Chief for the previous quarter just ending. Quarterly reports shall be provided by the fifth of the month proceeding the last Quarter.
- ix) All Ambulances must be equipped with Automatic Vehicle Locators and GPS mapping technology. At all times, providers shall maintain in good operating condition an AVL system. The Provider must provide the Bessemer Fire Department with 24 hour live access to the tracking system to monitor the efficiency of the operation at provider's expense.
- x) If an ALS ambulance is requested by City Dispatch and a Bessemer Fire paramedic is required to be placed on a BLS or AEMT ambulance for patient care purposes (per state EMS protocols and/or rules), a two hundred and fifty dollar (\$250) financial penalty shall be assessed. These cases will be reviewed thoroughly by the Fire Chief and/or his/her designee. Exceptions may be granted by the Fire Chief and therefore excluded for good cause only.

- xi) It is the intent of The City of Bessemer to secure the highest level of emergency response services for the citizens of Bessemer. Responses to 100 percent (100%) of ALS calls shall be handled by an ALS ambulance with paramedic staffing. The City of Bessemer is open to paramedic staffing for an ALS transport being established through the use of “sprint car” or “intercept.” All proposers shall include with their proposal a deployment plans indicating the method by which all emergency calls (ALS and BLS calls) will be answered within the City of Bessemer. The City will review all deployment plans and evaluate the same as part of its review of proposals with the purpose of ensuring that the highest level of emergency response services be provided for the citizens of Bessemer. The City of Bessemer specifically reserves the right to reject any proposal which does not provide a deployment plan acceptable to the City.

At any point during the term of the contract, should the Fire Chief, in its sole discretion, determine the quality of emergency response services has been adversely affected as a result of any actual deployment or deployment plan, the Fire Chief may immediately require the provider to cease utilizing any, or a certain amount of, non-paramedic ALS ambulances regardless of the deployment plan submitted or approved prior thereto.

- xii) If Provider is unable to respond or has an extended response to an emergency medical call dispatched from City Dispatch, City may use its own back-up emergency transport vehicles. If provider has no ambulances to respond or has a response time that exceeds (14) fourteen minutes, it will be counted for purposes of fractile response time calculations as a call for which the response time standard was not met. Provider agrees to make its best effort to respond to emergency medical calls and agrees to participate in any direct response and/or City mutual aid contract. In the event that the City has to use either of its emergency transport vehicles due to the Provider not being able to perform its obligations under this Contract, a five hundred dollar (\$500) financial penalty will be assessed.

Penalties for willfully falsifying at-scene times by the providers field staff will be assessed at \$500 and by providers’ management staff will be assessed at \$1000 for each incident. At the end of each six-calendar month period, all financial penalties due to the City of Bessemer must be paid.

b) Responsibility of the City

- i) The city will dispatch City Fire Department Paramedic units on all life-threatening (ALS) 911 emergency medical calls, along with Provider ALS ambulance. The City will dispatch City Fire Department Paramedic units on all non life-threatening (BLS) 911 emergency medical calls and the City Fire Department Paramedic units will arrive on scene and request an ALS or BLS Provider ambulance if needed. As needed City Fire Department personnel will assist Provider personnel with patient movement, lifting and clinical care as requested.

- ii) When on scene of a medical emergency that City Dispatch has dispatched the Provider, the City Police Department will oversee and direct scene safety, security and traffic. The City Fire Department will oversee and direct fire suppression, rescue, and extrication, and will direct clinical care until such time as care is transferred to the transporting ambulance unit.

Refer to Exhibit V-2 Bid Proposal Form and return the exhibit in your proposal submission. Follow the instructions provided on the form.

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SECTION V – EXHIBITS

EXHIBIT V-1 CERTIFICATION STATEMENT

All proposals must include this certification statement signed by a duly constituted official legally authorized to bind the applicant to both its proposal and cost schedule.

- A. Proposal may be released in total as public information in accordance with the requirements of the laws covering the same. Any proprietary information has been clearly marked.
- B. Proposal and cost schedule shall be valid and binding for ninety (90) days following the proposal due date and will become part of the contract that is negotiated with the City.
- C. The Proposer has not and will not discriminate against a sub-vendor in the awarding of a subcontract based on race, religion, color, handicap, sex, age, national origin, familial status or political affiliation.
- D. Proposer's Federal Taxpayer Identification Number _____.
- E. The Proposer certifies that it has received any addenda the City may have issued and has accounted for such addenda in its proposal. The Proposer certifies that it has not either directly or indirectly, entered into any contract , participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this contract.
- F. The Proposer certifies that it has not knowingly employed, hired for employment or continued to employ an unauthorized alien as defined in the Beason-Hammon Alabama Taxpayer & Citizen Protection Act (Alabama Act No. 2011-535). Further, the Proposer agrees as a condition for the award of the contract, to provide documentation establishing that the Bidder is enrolled in the E-Verify program. During the performance of the Contract, the Proposer shall participate in the E-Verify program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations.

Proposer's Signature:

Date

Print: Name

Date

BID PROPOSAL FORM – EXHIBIT V-2

This Bid Proposal is submitted on behalf of Company Name: _____ by _____ as its _____. I aver that Proposer will meet or exceed all of the ambulance services required under **Section IV-2 Responsibilities of Provider** set forth in the Request for Proposal.

- iv) Proposer will accept the sum of _____ (_____) from the City annually with Payments made to the Provider in arrears in twelve monthly payments equal to the annual amount to be paid under the Contract divided by twelve (12).

This Bid Proposal is submitted this _____ day of _____, 2025 for consideration to provide ambulance services to the City of Bessemer, Alabama in conjunction with the Request for Proposals of Ambulance Services duly advertised and published by the City Clerk. I provide this Bid Proposal after having read it in its entirety, filling in all blanks, checking the appropriate boxes, and by providing the proper explanation where applicable.

_____(Signature)

Submitted by: _____(Print)

_____(Company Name)

_____(Title)