

MARSHALL COUNTY MAYOR

1108 Courthouse Annex

Lewisburg, TN 37091

931-359-1279

REQUEST FOR BIDS

Mental Health Transports

BID DEADLINE: SEPTEMBER 21, 2022

At 4:00 P.M.

Marshall County is accepting sealed bids for Mental Health Transports.

Awarding of Bid

The County may award the bid to the vendor demonstrating the most complete response and full compliance with the specifications of each item.

The County reserves the right to offer an award based on any combination of factors it determines to be in the best interests of the County and the County's residents. Price may be a factor, but will not be the only factor in the awarding of the bid. The bid will be awarded to the lowest and best bidder. The County will make the determination of which bidder is the best bid and not the vendor.

The County reserves the right to negotiate with the successful bidder on options or changes to the bid.

The County reserves the right to reject any and all bids.

The County will not have a formal bid opening. The proposals will be reviewed and vendors will be notified of the county's decision. A bid tab will be available upon request.

References

See requirements in Bid Specifications. The County reserves the right to contact each reference and take their responses into account in making its decision on the best bidder.

Instructions to Bidders

The County will not be responsible for any costs incurred by the vendor in preparing or submitting its response. All materials and documents submitted in the response shall become the property of the county and will not be returned.

These bid specifications are to be considered as a minimum set of specifications and standards.

Failure to provide adequate information to enable the County to evaluate the bidder, or proposed services, will be considered failure to meet bid requirements and may result in the elimination of the bidder's response.

Failure on the part of a vendor to honor a bid which they have submitted will be considered breach of contract, and may result in said vendor being deemed ineligible to bid on future purchases and disqualified from any successful award on this bid. Vendors are encouraged to double check bid pricing to make sure it is accurate.

Bids must be sealed in an envelope or package, marked "Mental Health Transports Bid". Bids received after the bid cutoff date of September 21, 2022 at 4:00 pm will not be considered. Proposals must be mailed or delivered to:

Robin Bates, Marshall County Budget Director

Attn: Mental Health Transport Bid

2205 Courthouse Annex

Lewisburg, TN 37091

Pricing and Quote Preparation

Bidders are encouraged to list any options or services it may provide that it feels might be of interest to the County, not included in base bid price. If any two bids are equal in costs and services, the location and ownership of the vendor will be taken into consideration in awarding the bid.

By law, questions must be asked no less than 96 hours before the bid opening. Any questions asked after that time will not be answered. Also, questions/ any addendums to the bid documents will be given to all potential bidders no less than 48 hours before the bid opening to allow bidders to make any necessary changes to their bids before the bid deadline.

Bidders should bid the requested items or the most similar product. If a similar product is bid instead of the requested product, this should be noted on the bid.

Vendor Questions

Any questions concerning this RFP should be emailed to Robin Bates, Budget Director at 2205 Courthouse Annex, Lewisburg, TN 37091. rbates@marshallcountyttn.gov or 931-359-2300.

Statement of Work

Intent: The intent of this Request for Proposal (RFP) is to search for qualified vendors who can provide Mental Health Transportation services for the Marshall County Sheriff's Office (MCSO).

The County intends to award a contract to the bidder(s) selected as the most responsible bidder(s) whose response conforms to the RFP and meets the MCSO requirements. The County anticipates issuing a one-year contract with four one-year renewal options depending on funding.

The MCSO performs between 350-500 mental health transports per year. Nearly all mental health transports originate at Marshall Medical Center in Lewisburg, TN after an evaluation from a medical professional. The transport destination is determined by the medical providers at the hospital and the chosen facility. On occasion, the destination may be determined by the Court. Transports can occur anywhere within the State of Tennessee.

The MCSO will not contract with or join surrounding counties to combine funding with the winning bid.

The requirements listed in the RFP do not allow for exceptions unless specified. The contract shall be awarded to a secondary transportation agency (STA) that meets all requirements.

BIDDER QUALIFICATIONS & INSTRUCTIONS

COUNTY PROCEDURES, BID CONDITIONS AND AGREEMENT

Bidder Minimum Qualifications or County Procedures/ Bid Conditions and Agreement include, but are not limited, to the following:

a. Bidder shall be engaged in the business of providing services for private and/or government entities for no less than three (3) years.

b. Bidder shall have demonstrated the capacity to be a provider of the services being bid.

c. Bidder shall possess all permits, licenses, and professional credentials necessary to supply products as specified under this RFP.

d. The bidder agrees to conform to the agency timeline for delivery. Bidder understands that all purchases must be delivered to the agency. The

MCSO will not pick-up any orders. An evaluation may be made to the likelihood that Bidder's delivery plan will meet the MCSO's requirements.

e. The County/MCSO will not be responsible for any costs incurred by the vendor(s) in preparing or submitting its response(s). All materials and documents submitted in the response shall become the property of the / MCSO and will not be returned.

f. Failure to provide adequate information to enable the MCSO to evaluate the bidder, or proposed services, will be considered failure to meet bid requirements and will result in the elimination of the bidder's response.

g. Failure on the part of the vendor to honor a bid which they have submitted will be considered breach of contract and may result in said vendor being deemed ineligible to bid on future purchases and disqualified from any successful award on this bid.

h. The bid period is from September 1, 2022 - August 31, 2023. Throughout the bid period, MCSO will review the individual bid categories. MCSO retains the right to re-bid any category because of poor quality, service, or excessive price escalation. MCSO requires complete satisfaction. MCSO has the right to accept or reject any or all bids.

i. Vendor understands that a contract extension may be required due to the needs of the MCSO. Awarded contract is automatically renewed on an annual basis subject to mutual agreement with all parties until the expiration of this announcement on August 31, 2027. Vendor agrees to cooperate with the MCSO on any requested contract extension(s).

j. Marshall County is exempt from Federal Excise or State and Local Sales tax. A tax-exempt certificate will be issued as requested.

k. Price adjustments of bid quotations: realizing the changes in the market price, the successful bidder(s) may deem it necessary to make price adjustments:

1. Proposed bid pricing shall be firm for 180 days from the start of the bid term.

2. MCSO must be notified in writing fourteen (14) days in advance of any price escalation for items on which a bid quotation is awarded. All notices must be addressed to: Robin Bates, Budget Director, 2205 Courthouse Annex, Lewisburg, TN 37091.

3. MCSO retains the right to accept or reject the submitted escalation

and to request further validation. MCSO retains the right to compare any price increase in the open market prior to the acceptance of any increase. The fair market price of the item(s) will be considered in accepting or rejecting the price escalation. In no instance shall the pricing exceed 10% of the original quote(s). In the event of a decrease in price, the company agrees to pass the savings on to the MCSO. Price change must be effective the first day of the month and remain firm for thirty (30) days at a time.

l. The successful bidder(s) agrees to allow the records to be audited Federal, State and/or County representatives.

m. The accepted bidder(s) must agree to accept for account credit any defective/unacceptable quality products. Companies found to be offering substandard products will be removed from all future bidders' listings.

n. All delivery slips/invoices must be signed by a designated agent of the MCSO.

o. Upon successful awarding of bid(s), a designated agent of the MCSO will coordinate with the winning bidder(s) agent as to the exact methodology of the ordering process. Purchase orders are the standard for the MCSO requisition process. Successful bidder(s) shall invoice the MCSO, unless otherwise advised, upon satisfactory receipt of product and/or performance of services. Purchase orders are coordinated, processed and reviewed by MCSO staff member(s) for accuracy; then, Purchase orders are submitted for payment to the County Mayor's office, and subsequent payment is mailed from the County Mayor's office. MCSO and the County will use best efforts to make payment within 30 (thirty) days following receipt of product and performance of related services. Successful bidder(s) will utilize standardized invoice upon request. Successful bidder(s) shall adapt to changes to the method of ordering procedures as required by the County during the term of the contract.

Bids will be awarded accordingly as prescribed by law, which states "Lowest and Best". A Supreme Court ruling states that the discerning of best lies on those requesting the bid and not the bidder.

r. Any/all bids must be sealed in an envelope marked by the individual category for which bids are being submitted. Bids submitted after the bid cutoff date will not be considered.

s. The MCSO reserves the right to contact any bidder current customers and take the customer responses into account in making its decision on the "lowest & best bidder".

Secondary Transportation Agents (STA's) Requirements

- **STA's services must be available 24 hours a day/7 days a week/ 365 days a year**
- **All STA staff who interact with patients or protected health information (PHI) must successfully pass, before assignment, a state and federal background check, which include, but is not limited to the following:**
 - **Nationwide fingerprint criminal background check**
 - **TN Department of Health Abuse Registry check**
 - **United States Department of Justice National Sex Offender Registry check**
 - **Office of Inspector General's List of Excluded Individuals and Entities check**
- **In the event an STA staff is arrested, indicted, convicted, or issued a citation in lieu of arrest for a criminal offense, either a misdemeanor or felony, the STA staff member must immediately notify direct supervisor by or no later than 24 hours after event. If the supervisor is not available, the STA must report it to the next supervisor in the chain of command.**
- **All STA staff must successfully pass, before assignment, a 5-panel drug test that tests for the following: amphetamines, cocaine, opiates, phencyclidine (PCP), and Tetrahydrocannabinol (THC).**

- **All STA staff must have passed a physical examination by a licensed physician.**
- **ALL STA staff must be certified by a Tennessee Licensed Health Care Provider, qualified in the psychiatric or psychological fields, as being free from any impairment as set forth in the current edition of the Diagnostic and Statistical Manual of Mental Disorders of the American Psychiatric Association at the time of the examination, that would, in the professional judgment of the examiner, affect the person's ability to perform an essential function of the job, with or without a reasonable accommodation.**
- **All STA staff who interact with patients must maintain proof of completion of "Mental Health First Aid".**
- **Any STA drivers must maintain the following certifications:**
 - **CPR/AED**
 - **First-Aid**
 - **Emergency Oxygen Administration**
- **Crisis Intervention Training (CIT) is required for all STA staff who would interact with patients.**
- **"Handle with care" training is recommended for all STA's.**
- **Drivers must maintain a valid driver's license for the appropriate classification based on the type of vehicle and service provided.**
- **An updated MVR for each STA driver must be obtained and reviewed throughout the duration of the driver's employment with or by the STA.**
- **In the event of an accident or incident involving the STA or a patient, the STA must immediately report this information to the law enforcement agency.**
- **Secondary Transportation Vehicles Requirements**
- **Vehicles must be fitted with driver-controlled door locking system so that the person in crisis is unable to open the doors of**

the vehicle without the assistance of the responders

- **Secure safety panels must be provided between the driver and passenger compartment. These panels shall be transparent so that the driver can see behind to the passenger compartment.**
- **Transport vehicles shall also preserve the separation between the patient and the trunk space in the vehicle.**
- **Windows must be tinted for the privacy and dignity of the person being transported.**
- **Vehicles must be equipped with a portable AED (automated external defibrillator) and a first aid kit.**
- **Vehicles must have a lockable container to carry patient property.**
- **The patient area within the vehicle must be free from ligature risks or any items that may be used for self-harm.**
- **For trips greater than 120 miles (or anticipated to exceed two hours), STA's must allow stopping for restroom breaks for the patient at least every two (2) hours. These transports must also include personnel patient ration of 2:1.**
- **Vehicles must be equipped with appropriate communication devices such that drivers can quickly access emergency assistance at any location within the state.**

Transportation Ratios Requirements

STA's may transport more than one patient at a time under the following circumstances:

- **A standard five-seat vehicle may transport no more than two (2) patients at a time**
- **A standard 10 passenger van may transport no more than four (4) patients at a time**
- **A minimum of two (2) staff persons must accompany the transport of a group of two or more patients**

Searching Patients Requirements

Patients must be searched prior to being transported to ensure they do not have anything that may be used to harm themselves or others. To do this safely:

- **The gender of the STA driver shall match the patient, whenever possible.**
- **The search shall be conducted with a witness observer or be recorded, preferably both.**
- **STAs are encouraged to utilize a wand to assist in the search process.**

All relevant documentation based on the requirements above must be maintained by the Secondary Transportation Agency and available for review by the Tennessee Department of Finance & Administration, Office of Criminal Justice Programs, and the Marshall County Sheriff's Office.

Approved: _____

Retaining supporting documentation of all qualified transports is required and must be submitted in a timely manner according to the funding source mandates.

Please complete this form and return with your individual category bid proposal to the:

Robin Bates, Budget Director

ATTN: Mental Health Transport Bid

2205 Courthouse Annex

Lewisburg TN 37091

I have read and understood the General Bid Conditions and Agreement for the purchase of helicopter parts, components, fluids and all related supplies. I hereby agree to follow outlined procedures.

agent for

Company

Mailing Address

City, State, and Zip Code

Telephone Number for Primary Contact

Date Signed by Agent

Accepted by: Marshall County Sheriff's Office and Date Signed

Mayor Mike Keny 