

# Rhode Island Commerce Corporation

## Request for Proposals For Private Ambulance and First Aid Services for the 2015 Volvo Ocean Race Stopover Newport

**Request for Proposal  
Private Ambulance and First Aid Services  
Closing Date & Time:  
March 4, 2015; 2:00 pm**

### Solicitation Schedule

<b>RFP Issued</b>	<b>February 11, 2015</b>
<b>Mandatory Pre-bid Conference</b>	<b>February 17, 2015</b>
<b>Deadline for Questions</b>	<b>February 23, 2015</b>
<b>Questions Posted</b>	<b>February 25, 2015</b>
<b>Sealed Proposals Due to Commerce RI</b>	<b>March 4, 2015</b>
<b>Sealed bid Opening at Commerce RI</b>	<b>March 4, 2015</b>

**Commerce RI may modify this schedule. Notification of changes in the response due date would be posted on the Commerce RI website or as otherwise stated.**

### Section 1: Introduction

The Rhode Island Commerce Corporation (CommerceRI) is soliciting proposals from qualified firms to assist SailNewport, DEM and Commerce RI by providing private ambulance and first aid services for the Volvo Ocean Race Newport Stopover. This is a Request for Proposal. Period of performance will be April 15–May 22, 2015.

### Section 2: Background

In 2013, Sail Newport with support from the State of Rhode Island was awarded the opportunity to host the North American Stopover for the 2014-15 Volvo Ocean race (VOR) at Ft. Adams State Park in Newport. The public aspect of VOR will be held at Ft. Adams State Park in Newport, RI from May 5, 2015 through May 17th. Over the twelve day event, it is expected that approx. 50,000 people may visit the event village. Seven international teams will compete in 65 foot monohulls. The Rhode Island Commerce Corporation (Commerce RI), the Rhode Island Department of Environmental Management (DEM), the Rhode Island Department of Administration (RIDOA) and SailNewport will be undertaking the various operational activities required to ensure a successful event for both participants and spectators is realized.

### Section 3: Scope of Work

The successful bidder shall provide private ambulance and first aid services from approx. April 15<sup>th</sup> to May 22<sup>th</sup>. Commerce RI is looking for the successful bidder to provide a fully equipped first aid station with adequate equipment to provide emergency medical services staffed by the minimum of two EMTs (Emergency Medical Technicians) during all hours of operation of Volvo Ocean Race and two hours prior and two hours after all race events have ended. .

Further, the successful bidder shall supply all necessary personnel, ambulance vehicles, and equipment and supplies necessary to provide BLS emergency ambulance service to transport any person who becomes injured or ill within perimeter of VOR (Fort Adams State Park) and who requires emergency medical treatment or emergency transport to the hospital. Basic Life Support (BLS) is defined as a basic level of pre-hospital care that includes patient stabilization, airway clearance and maintenance, cardiopulmonary resuscitation (CPR), hemorrhage control, initial wound care, fracture stabilization, victim extrication and other techniques and procedures approved by the Rhode Island Department of Health. ([Rules and Regulations Relating to Emergency Medical Services \[R23-4.1-EMS\]](#))

1. **Pre-event activities including build out** (April 15-May 4) team bases and event village will be constructed. The event village will be closed to the public during this time.
2. **Event** (May 5-May 17) the event village will be open to the public with various scheduled activities throughout the village. Peak race days (May 14-17) may require an additional EMT as attendees are expected to be approximately 10,000 per day. All teams depart by boat on May 17 for the next leg of the race.
3. **Post-event** (May 18-May 22) during this time, team bases and event village will be broken down and site will be closed to the public.
4. **Tent** (20 X 20 frame tent /four white sides and heated) will be provided for first aid station.
5. **Daily hours:**
  - **8am-7pm daily April 15-May 4**
  - **8am-7pm daily May 18-22**
  - **8am-10pm daily May 5-17**

The successful bidder shall comply with all applicable laws and regulations governing the provision of BLS emergency ambulance services, including but not limited to all employee licensing, training and education requirements. The successful bidder also agrees to comply with all state and local traffic laws and ordinances.

The successful bidder will coordinate with public safety officials to ensure the site the security and safety plan is followed at all times and will provide a daily log of incidences at daily security briefings to VOR Newport (DEM, Commerce RI and SailNewport).

The successful bidder will work under the supervision of a VOR Newport (DEM, Commerce RI and Sail Newport) official at all times.

#### **Section 4: Response Specifics**

1. Proposal Submission should include the following:
  - a. A description of the company's experience providing services to support events of this type in Rhode Island.
  - b. An overview of staffing plan including a schedule of shifts during different phases of the event (pre-event April 15-May 4, event May 5-17 and post-event May 18-22).
  - c. A list of recent references including Rhode Island clients and customers, if any.
  - d. A resume of the primary contact for the event.
  - e. A detailed budget breakdown including total cost, and an hourly rate for staffing for each phase of the event.
2. Licensing: Bidders must submit a copy of all Rhode Island licenses from the Department of Health.
3. Insurance: Bidders must submit a current Certificate of Insurance for evaluation of coverage provided. Requests for additional insurance may be made by the RI Commerce Corp. of the selected Firm. Bidders must also supply evidence for their ability to provide workers comp insurance.
4. The successful bidder will submit to Commerce RI a list of all employees for security and credentialing purposes and each employee will provide a background check (<http://www.riag.ri.gov/BCI/index.php#> )

#### **Section 5: Notifications**

1. Equal Employment Opportunity (RIGL 28-5.1) – 28-5.1-1 Declaration of policy – (a)Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where the State dollar is spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.
2. In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the RI Secretary of State (401-222-3040). This is a requirement only of the successful bidder.
3. The Commerce Corp RI reserves the right to negotiate with the lowest qualified Bidder.
4. Reimbursement for expenses for travel, lodging, meals are not allowed.
5. Responses shall be concisely written and the response letter shall be signed by an authorized signing officer of the respondent, and shall indicate name, title, and contact information.

#### **Section 6: Evaluation and rating of RFP's**

The submitted RFP's will be reviewed and rated by a team of 3-5 raters based on the following criteria:

1. Experience with similar projects and Capacity to delivery services
2. Quality of proposal (Clearly written, addresses all requested areas for the RFP)
3. Total Price and optional hourly rate for evening events

## Section 7: Administration

### Pre-bid Conference/Walk-Thru:

There will be a mandatory pre-submission conference to be held on **February 17, 2015** at 10:30am at the office of Commerce RI, 315 Iron Horse Way Ste. 101 Providence, RI 02908.. 401-846-1983.

### Questions & Answers:

Questions, interpretations, or clarifications concerning this RFP should be directed by e-mail to Sherri Carrera at [scarrera@commerceri.com](mailto:scarrera@commerceri.com) no later than 4:30pm on **Monday February 23, 2015**. Responses to questions, interpretations, or clarifications concerning this RFP will be posted online at [www.commerceri.com](http://www.commerceri.com) and [www.purchasing.ri.gov](http://www.purchasing.ri.gov) by **Wednesday February 25, 2015** to ensure equal awareness of important facts and details.

### Deadline for submissions:

Bids shall contain six printed copies and one electronic copy and must be in a sealed envelope clearly marked with project title. All sealed bids must be delivered to the Commerce RI to be stamped "received" no later than **2:00 PM on Wednesday March 4, 2015** at the following address:

Rhode Island Commerce Corporation  
**Attn: Private Ambulance and First Aid Services RFP**  
315 Iron Horse Way, Suite 101  
Providence, RI 02908

All documents submitted in response to this bid proposal are public pursuant to Chapter 38-2 and will be available for public inspection upon opening of the bids. All sealed bids will be opened on **Wednesday March 4, 2015 at 4:00PM** at the offices of the Commerce RI at the address above. The burden to identify and withhold from the public copy is released at the bid opening any trade secrets, commercial or financial information, or other information the bidder deems not subject to public disclosure pursuant to chapter 38-2, the Access to Public Records Act, shall rest with the bidder submitting the bid proposal.

Final contract will not be awarded at the opening of the bids.