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PURCHASING DEPARTMENT
P.O. BOX 1667 | MONTGOMERY, ALABAMA 36102-1667



PHYSICAL LOCATION
Montgomery County
Administrative Building, Annex III
101 S. Lawrence Street
Montgomery, AL 36104

INVITATION TO BID

Emergency Medical Treatment and Transportation

Bid Date: December 22, 2025	Bid Number: 51100-26B-009	Return Quotation By: January 21, 2026 2:00 p.m. CST
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Please submit a price quotation on the items listed herein in a sealed envelope ("Bid Envelope"). **(Faxed bids will not be accepted.)** The Bid Envelope will be received at the Purchasing Department Office, 101 S. Lawrence Street until the date and time shown above, and publicly opened as soon thereafter as practicable. If unable to quote, write "NO BID" and return.

Complete specifications on items not fully described can be obtained on request. Brand names and catalog numbers are used to indicate levels of quality. If you are unable to furnish an item as specified and desire to furnish a substitute, give full description of the item. Final determination as to equal quality of substitution will be made by the Purchasing Agent.

The Montgomery County Commission reserves the right to award this bid on an all or none basis; to refuse all bids; and to waive technicalities.

Questions regarding this bid should be directed to Cynthia Hill, Purchasing Department, Montgomery County Administrative Building Annex III, 101 South Lawrence Street, Montgomery, Alabama, phone number (334) 832-1267.



Kindell Anderson
County Administrator and Purchasing Agent

GENERAL CONDITIONS AND INSTRUCTIONS

1. The bid number must appear on the outside of the Bid Envelope.
2. No oral, telephonic, facsimile, modifications or alternate bids will be considered. Bids from firms, individuals, or the same owners of separate companies submitting more than one bid will not be considered.
3. Late bids will not be opened.
4. Three (3) no responses to invitation to bid will be reason for deletion of bidder's name from the bid list. Once deleted from bid list, bidder's name may be returned to bid list with a written request from the bidder.
5. Bidders must submit an original and one (1) copy of their bid. The attached bid form ("Bid Form") must be completed in its entirety, signed by an authorized agent of the company, and submitted with the bid response. **Bid forms that are not signed will be disqualified.**
6. Bidders must attach to bid a copy of a current City of Montgomery business license and Montgomery County business license, if required by law, and shall be current on payment of all city and county sales taxes. **If bidder is not required to have a City of Montgomery Business license or a Montgomery County business license, bidder must specify why license is not required.**
7. Bidders having a place of business within the legal boundaries of Montgomery County shall be given a 5% preference over bidders located outside of the legal boundaries of Montgomery County. Separately, the Montgomery County Commission reserves the right to award the contract to a local responsible bidder if the bid is within 10% of a foreign entity's bid. A foreign entity is a business that does not have a place of business within the State of Alabama.
8. The contract period will be for one (1) year, beginning from the date of award and end one (1) year thereafter with an option to renew for an additional one (1) year. At the end of the one (1) year contract period, a price increase may be allowed but shall not exceed five percent (5%).
9. The successful bidder awarded the contract/purchase order must provide documentation of its enrollment in the E-Verify program.
10. Montgomery County Commission and successful bidder reserve the right to terminate the contract at any time during the contract period by giving a sixty (60) day written notice by either party. The contract will automatically terminate if the successful bidder is declared insolvent or adjudged bankrupt by any court of competent jurisdiction.
11. Successful bidder shall file the following insurance coverages with the Purchasing Department before beginning work with Montgomery County:
 - a. \$1,000,000 professional liability per occurrence coverage
 - b. \$1,000,000 auto liability per occurrence coverage

- c. \$1,000,000 property liability per occurrence coverage
 - d. \$3,000,000 excess/umbrella per occurrence coverage
 - e. \$1,000,000 workers compensation coverage
12. The successful bidder shall maintain such insurance throughout the term of the contract.
 13. The successful bidder must provide a performance bond in the amount of contract. The bond will be required before the start of work by the successful bidder.
 14. If a dispute arises out of or relates to this agreement or its breach, the parties shall endeavor to settle the dispute first through direct discussions and negotiations. If the dispute cannot be settled through direct discussions or negotiations, the parties shall endeavor to settle the dispute by non-binding mediation. The location of the mediation shall be Montgomery, Alabama. Either party may terminate the mediation at any time, but the decision to terminate must be delivered in person to the other party and the mediator. Engaging in mediation is a condition precedent to any other form of binding dispute resolution. If the parties cannot agree on a mutual resolution, any disputes not resolved by mediation shall be decided in the Circuit Court of Montgomery County, Alabama, governed by the laws of the state of Alabama.
 15. If a bidder desires to protest a bid, a formal written protest shall be submitted to the Administrator/Purchasing Agent within five (5) working days before the bid opening or proposal due date or within five (5) working days after award. The formal written protest may be hand delivered to the Administrator or Administrator's Office of the Montgomery County Commission and/or mailed to the Administrator/Purchasing Agent by registered certified mail. The bidder and/or his authorized agent or legal representative must sign the formal written protest, or it will not be accepted. Failure to file the notice of protest within the time limit prescribed herein shall constitute a waiver of any protest to the bid and/or request for proposal process. The formal written protest shall state with particularity the facts and law upon which the protest is based. Within 30 calendar days of receipt of the timely filed, formal written protest, the Administrator/Purchasing Agent shall issue a written decision with respect to the protest. Should the decision by the Administrator/Purchasing Agent be adverse to the bidder, the bidder may seek relief in accordance with the Code of Alabama, *Section 41-16-31*.
 16. The successful bidder agrees to protect, defend, indemnify and hold the Montgomery County Commission and its employees, agents, officers and servants free and harmless from any and all losses, claims, liens, not limited to, the amounts of judgments, penalties, interests, court costs, legal fees, and all other expenses incurred by the County arising in favor of any party, including employees of the successful bidder, death or damages to property and without limitation by enumeration, all other claims or demands of every character but only on the proportion of and to the extent such losses, claims, liens, demands and causes of action arise out of the negligent acts or omissions of contractor, its employees, agents and officers. The successful bidder agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suit at its sole expense. The successful bidder also agrees to bear all other costs and expense related thereto, even if the claim or claims alleged are groundless, false or fraudulent.

17. The successful bidder affirms that it will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama for the duration of the contract. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the contract and shall be responsible for all damages resulting therefrom.
18. The Montgomery County Commission is committed to increase participation by Minority and Women-Owned Businesses (M/WBs) in the procurement process in Montgomery County; to insure equal opportunity for M/WBs to participate in the procurement process; to prohibit discrimination on the basis of race, color, religion, national origin, sex, age, disability, or veteran status in the procurement process; and to achieve a minimum of 30% participation by M/WBs in the procurement process in Montgomery County.
19. Montgomery County Commission may review bidder's qualifications and references as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the County all such information and data for this purpose as the County may request.
20. Montgomery County Commission reserves the right to reject any bid if the evidence submitted by, or investigation of such bidder fails to satisfy the County that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.
21. While the bid award may be made to the lowest bidder meeting all specifications, Montgomery County Commission will not award the bid on the basis of the low bid only. Quality, conformity with specifications, terms of delivery, past service history, and experience are among factors that may be considered in determining the lowest responsible bidder.
22. Montgomery County Commission reserves the right to award the bid in any manner that is in the best interest of the County.

SCOPE OF SERVICE

The Montgomery County Commission solicits bids for a quality bidder to manage and deliver a system that will provide pre-hospital emergency medical service for the Montgomery County area as specified herein. This service will be the primary responder of all 911 medical calls received outside the city limits of Montgomery for the specified areas. Performance of this service must adhere to all rules and regulations set forth by the State of Alabama, Department of Public Health, and Emergency Medical Services Division.

GENERAL INFORMATION

Questions Concerning the Bid

Any questions concerning this bid should be emailed to Cynthia Hill at cynthiahill@montgomerycountyal.gov no later than 10:00 a.m. CST on January 5, 2026. Questions will be answered and emailed back to the bidders no later than 4:00 p.m. CST on January 12, 2026.

Award of Contract

Award of contract will be made to the lowest responsible bidder, on the total price of Items 1 through 6, plus the selected option or options.

Award of Bid

The entity that is selected by the Montgomery County Commission shall agree to abide by the terms of a contract that will be delivered to said entity for its review and negotiation. If the parties cannot reach an agreement, then the bid will be rejected in total.

DEFINITIONS

For the purpose of this bid, the following words, terms, phrases and their derivations shall have the meanings respectively ascribed hereto by this Section.

Ambulance

Any motor vehicle constructed, reconstructed, arranged, equipped or used for the purpose of transporting ill, sick, injured or other individuals in need of or requesting medical attention and which meets or exceeds the standards and requirements of the State of Alabama, Department of Public Health, Emergency Medical Services Division.

Ambulance Attendant

Any person licensed as an EMT (I, II, III) who has the duty of performing or assisting in the response to an ambulance call.

Ambulance Call

The act of responding to a call for ambulance service with an ambulance, in order to transport a person who is ill, sick, injured, or requesting transportation to a hospital emergency room.

County

All areas within the county lines of Montgomery County, Alabama.

County Commission

The duly elected members comprising the Montgomery County Commission.

Emergency Medical Technician (EMT)

Person licensed by the State of Alabama Department of Public Health. Emergency Medical Services Division. License will be one of the following three levels: (I) Level One or also referred to as Basic; (II) Level Two or also referred to as Intermediate; (III) Level Three or also referred to as Paramedic.

Paramedic

Person licensed by the State of Alabama Department of Public Health, Emergency Medical Services Division as an Emergency Medical Technician (EMT) III.

Sheriff

The duly elected Sheriff of Montgomery County, Alabama.

Dispatch Center

A location to receive calls and dispatch ambulances that is equipped with telephone service and wireless communication equipment capable of communicating with ambulances in the field.

Total Response Time

The period from notification of call from Sheriff's Office until the time the ambulance is on the scene.

MINIMUM QUALIFICATIONS OF ALL BIDDERS

The Montgomery County Commission requires that any bidder shall outline the following information for consideration of this bid. **Bids received without the following required information will not be considered.**

Part 1

1. **Organizational Overview:** Provide a detailed description of your organization, including years in operation, staff qualifications, and experience in managing emergency services.
2. **Capability Statement:** Describe your capabilities for providing the required services, including availability of personnel, equipment, and technology.
3. **Implementation Plan:** Outline a comprehensive timeline for the deployment of services outlined in the Bid Form, including estimated response times, coverage areas, and coordination with local authorities.
4. **References:** Include at least three references from previous contracts or partnerships involving similar services, including the company/locality, contact name, phone number, email address, and a short description of the service provided.

This component of the bid should not exceed ten (10) pages.

Part 2

5. The bidder must include a full and complete staffing and organizational chart demonstrating its ability to fulfill this contract and explain how emergency medical services will be administered for the citizens of Montgomery County.
6. The bidder must be organized and existing for the primary purpose of providing emergency medical treatment and transport services. Copies of State and Local Business Licenses must be included with the bid.
7. All bids must contain the job descriptions, qualifications, training, applicable professional licenses, and certifications of those individuals who will or may administer these services outlined above.
8. All bids must provide the number and type of Advanced Life Support (ALS) ambulances which will or may be used to administer these services outlined above.
9. All bids must include background information on the bidder including, but not limited to, years of service in the ambulance business and years of service in the Montgomery area.
10. The bidder must provide information concerning any claims or judgments against it or its employees for negligent, careless or wrongful operation of an ambulance, any suspensions or revocation of bidder's ambulance license or employees EMT license, and any convictions or present charges or indictments against owner or employees for a crime involving moral turpitude.
11. The bidder will include a complete list of fees for transportation, mileage, equipment use,

and any other charges for responding to 911 calls in Montgomery County.

DETAILED SCOPE OF SERVICES

1. The successful bidder will be required to staff all ambulances responding to 911 calls in Montgomery County with a minimum of two (2) attendants who hold current licenses as Emergency Medical Technicians from the State of Alabama Department of Public Health, Emergency Medical Services Division. At least one (1) of the ambulance attendants must be, at minimum, a licensed paramedic, who shall remain in attendance with the patient, while the other may serve as the driver.
2. The successful bidder will be required to maintain at least one (but up to three) staffed, advanced life support (ALS) dedicated ambulance, twenty-four (24) hours a day, seven (7) days a week at Volunteer Fire Department(s) of the County's choosing.
3. **The County aims to guarantee that all unincorporated areas of Montgomery County have access to swift and dependable emergency transport services. In accordance with this request, the successful bidder might be tasked with offering emergency transportation services to either of the community groupings listed below as specified by the EMS districts in Exhibit A.**
 - a. OPTION 1: Catoma, North Montgomery, Pintlala, Snowdown, South Montgomery
 - b. OPTION 2 - All unincorporated areas of Montgomery County: Catoma, North Montgomery, Pintlala, Snowdown, South Montgomery, Pike Road, Rolling Hills, Waugh/Mt. Meigs
 - c. *NOTE: The County will finalize the service area before awarding under this solicitation.*
4. The successful bidder will be required to be in compliance with all applicable rules and regulations adopted by the Occupational Safety and Health Administration of the Department of Labor and the State of Alabama, Department of Public Health, Emergency Medical Services Division regarding all operations, equipment, durable and other medical supplies, linens and all other supplies and equipment employed by the successful bidder.
5. The successful bidder will be required to maintain records for a minimum of five (5) years and will be subject to review by Montgomery County subject to rules and regulations regarding such records.
6. The successful bidder will be required to notify the Montgomery County Sheriff's Office of any delays in responding to calls in Montgomery County.
7. The successful bidder will be required to have ambulance attendants wear a photo ID that indicates the name of the company, name of employee, and level of training.

8. The successful bidder will be required to have all ambulances certified by the State of Alabama Department of Public Health, Emergency Medical Services Division. Ambulances will be subject to inspection by Montgomery County.
9. The successful bidder will be required to equip ambulances with reliable communications equipment. The ambulance assigned to the Snowdown area will also be required to have a wireless communication device capable of communicating with the Montgomery County Sheriff's Office.
10. The successful bidder will be required to be licensed by the State of Alabama, Department of Public Health and Emergency Medical Services Division as an advanced life support provider.
11. The successful bidder will be required to maintain a manned dispatch center in Montgomery County twenty-four (24) hours a day, seven (7) days a week to handle Montgomery County 911 calls. This dispatch center must be equipped with a current map of Montgomery County.
12. The successful bidder will be required to enter into a hold harmless agreement to hold the Montgomery County Commission, its employees, the Montgomery County Sheriff's Office, its employees and or agents harmless for any injury sustained by the successful bidder's employees or others, which may arise from and accrue directly from the performance of the work or any obligation of the successful bidder or its failure to perform any work or obligation provided for in this contract. In addition, the successful bidder will agree to indemnify and hold the Montgomery County Commission, its employees and/or agents, and the Montgomery County Sheriff's Office, its employees and/or agents harmless from all such claims, actions, demands, lawsuits, damages, judgments, liabilities and reasonable attorney fees incurred in defending such claims which may arise from and accrue directly from the performance of the work or any obligation of successful bidder or its failure to perform any work or obligation provided for in the contract.

OTHER INFORMATION

- **Agreement.** All terms and conditions, as well as duties of the successful bidder, shall be set forth in a contract agreement between the successful bidder and County. The contract will incorporate reference to the requirements of the ITB and the successful bidder's proposal. State law prohibits the County from agreeing to (1) indemnify the bidder; (2) waive the right for jury trial; (3) grant a security interest; or (4) binding arbitration.

- **Public Information.** All responses received will be subject to the Alabama Open Records Act, *Ala. Code* § 36-12-40 (1975), as amended, and may be subject to public disclosure upon request. The Open Records Act is remedial and should therefore be liberally construed in favor of the public. The Alabama Trade Secrets Act is *Ala. Code* §§ 8-27-1 to 8-27-6 (1975), as amended. Responders are cautioned to be familiar with these statutes. The burden is on the one asserting the trade secret to show that the information sought to be protected meets the definition of a Trade Secret as defined in the act.

Any ITB response submitted that contains confidential, trade secrets, or proprietary commercial information must be conspicuously marked on the outside as containing confidential information, and each page upon which confidential information appears must be conspicuously marked as such. Identification of the entire bid proposal as confidential is not acceptable unless the bidder enumerates the specific grounds or applicable laws which support treatment of the entire material as protected from disclosure in accordance with the foregoing acts or other applicable Alabama law.

The owner of the confidential information shall indemnify and hold the County and its employees/agents and/or contractors harmless from all costs or expenses including, but not limited to, attorney fees and expenses related to litigation concerning disclosure of said information and documents.

- **Rights Reserved.** The County reserves the right, it is sole discretion, to reject all submissions, reissue a subsequent ITB, terminate, or restructure, or amend this procurement process at any time.
- **American Rescue Plan Act.** In the event American Rescue Plan Act funds are utilized for this purchase or contract, the County will require the successful bidder to affirm its adherence to the applicable standards provided in 2 C.F.R. Part 200, including, but not limited to, its compliance with the applicable provisions of the following federal laws, regulations and orders:
 - a. Title VI of the Civil Right Act of 1964
 - b. Section 504 of the Rehabilitation Act of 1973
 - c. Davis Bacon Act of 1931
 - d. Age Discrimination Act of 1975
 - e. Section 402 of the 1974 Vietnam Veterans Act
 - f. Byrd Anti-Lobbying Amendment Compliance and Certification
 - g. Executive Order 11246 and Equal Employment Opportunity

BID FORM

The billable runs listed below are estimated runs used for bidding purposes only and will be used for evaluating the bid. The bidder may suggest different estimated run frequencies based on the OPTION 1 and OPTION 2 service areas but must accompany the proposal with a comprehensive explanation of the alteration and a clear indication of the corresponding fee per run.

Base Rate Fees for Transportation

1. ADVANCED LIFE SUPPORT NON- EMERGENCY Cost per run: _____

Transportation by ambulance and the provision of medically necessary supplies and services including the provision of an ALS assessment or the provision of at least one ALS intervention

Est. Billable Runs - 3 to 8 Per Year

3 X \$ _____ Fee = \$ _____
8 X \$ _____ Fee = \$ _____

2. ADVANCED LIFE SUPPORT –EMERGENCY Cost per run: _____

ALS services such as advanced airway management, Cardiac monitoring or defibrillation, administration or monitoring of IV therapy, etc. in an emergency situation

Est. Billable Runs - 960 to 2,000 per year

960 X \$ _____ Fee = \$ _____
2000 X \$ _____ Fee = \$ _____

3. BASIC LIFE SUPPORT-NON-EMERGENCY Cost per run: _____

Provision of BLS services such as basic airway management, treatment for shock, control of Bleeding, bandaging, splinting, etc. in a non-emergency situation.

Est. Billable Runs - 22 to 55 per year

22 X \$ _____ Fee = \$ _____
55 X \$ _____ Fee = \$ _____

4. BASIC LIFE SUPPORT-EMERGENCY

Cost per run: _____

Provisions of BLS services such as CPR, basic airway management, treatment for shock, control of bleeding, bandaging, splinting, etc. in an emergency situation.

Est. Billable Runs - 250 to 750 per year

250 X \$ _____ Fee = \$ _____

750 X \$ _____ Fee = \$ _____

5. ADVANCED LIFE SUPPORT 2 -EMERGENCY

Cost per run: _____

Administration of multiple medications or the Provision of at least one of the following ALS procedures:

- 1) Manual Defibrillation/cardio version;
- 2) Endotracheal Intubation;
- 3) Cardiac Pacing;
- 4) Chest Decompression;
- 5) Intraosseous Line; etc.

Estimated billable runs - 12 to 45 per year

12 X \$ _____ Fee = \$ _____

45 X \$ _____ Fee = \$ _____

6. BILLABLE MILEAGE RATES

Estimated Mileage - 15,000 to 45,000 per year

15,000X\$ _____ Mileage Fee = \$ _____

45,000X\$ _____ Mileage Fee = \$ _____

Total

\$ _____

One 24-hour ALS, 100% dedicated ambulance at one to three volunteer fire department(s):

\$ _____

Annual Cost Per Fire Department

Montgomery County Commission will require the bidder to maintain at least one (1) (but up to three (3)) staffed, Advanced Life Support (ALS) dedicated ambulance twenty-four (24) hours a day, seven (7) days a week at Volunteer Fire Department(s) of the County's choosing. The County reserves the right to change the selected fire department(s) during the contract period. A ninety (90) day written notice will be given to the successful bidder if

options are changed.

REFERENCE LIST

This reference list shall be completed and attached to the Bid Form when submitted to the Purchasing Office. Bids received without this completed reference list will be disqualified.

List three (3) references from previous contracts or partnerships involving similar services.

1. _____
Agency/Company Name

Name of Contact Person/Title

Phone Number Email Address

Brief Description of Services _____

2. _____
Agency/Company Name

Name of Contact Person/Title

Phone Number Email Address

Brief Description of Services _____

3. _____
Agency/Company Name

Name of Contact Person/Title

Phone Number Email Address

Brief Description of Services _____

Complete this form and return it with your bid proposal. Should you choose not to bid at this time, please complete this form and forward it back to our office as soon as possible. It is necessary that you check all categories that apply to your company.

Company Name _____

Address: _____

Email Address: _____

Phone Number: _____

Fax Number: _____

Is the Company Minority Owned: _____ Yes _____ No

Is the Company Owned By: _____ Female _____ Male _____ Both

Is the Company Incorporated: _____ Yes _____ No

Ethnicity of Ownership:

_____ African American

_____ American Indian

_____ Asian American

_____ Caucasian

_____ Disabled

_____ Hispanic

_____ Other (Please Specify) _____

Official Signature

Printed Name and Title

Date: _____

RESPONSE FORM TO BE ATTACHED TO BID

Company Name _____

Federal I.D. # _____

Mailing Address _____

Phone Number _____

Email Address _____

Quote F.O.B. _____

Terms of Payment _____

Delivery Date _____

Official Signature

Printed Name and Title

EXHIBIT A
SUGGESTED EMS DISTRICT FOR UNINCORPORATED MONTGOMERY COUNTY

