

REQUEST FOR PROPOSAL
Solicitation No. 10-A003

MEDICAL SERVICES FOR JUVENILE DETAINEES

I. Overview, General Submission Information and Pre-Bid Conference

Overview:

The Carroll County Board of Commissioners is requesting sealed proposals from interested and qualified medical providers for the **MEDICAL SERVICES FOR JUVENILE DETAINEES**, (Solicitation 10-A003). Bid packages address minimum specifications for this contract.

General Submission Information:

Three (3) unbound copies of the sealed proposal must be delivered to:

Carroll County Board of Commissioners
Purchasing Department, Room 410
423 College Street
Carrollton, GA 30117

The proposal shall be delivered no later than **3:30 PM ET, Friday, August 21, 2009**. Each response should be marked on the outside of the envelope with **“Sealed Proposal – MEDICAL SERVICES FOR JUVENILE DETAINEES, (Solicitation No. 10-A003), August 21, 2009”**.

Any questions regarding this Request for Proposal should be directed to:

Teresa Loftin
Purchasing Clerk
Carroll County Board of Commissioners
Phone Number – (770)830-5804
tloftin@carrollcountyga.com

Carroll County reserves the right to waive any informality, to reject any and all bids, to evaluate all bids, to accept portions of any bid and to accept any bid which in its opinion may be in the best interest of the County. **The County reserves the right to modify the contract after its award.**

No proposals will be received or accepted after 3:30 PM ET Friday, August 21, 2009. Proposals submitted after the designated date and time will be deemed invalid and returned unopened to the proponent. Carroll County is not responsible for lost or misdirected mail. It is the bidder's responsibility to ensure no late bid is submitted. No proposal may be withdrawn within thirty days after the proposal opening and shall remain firm through this period.

Pre-Bid Conference:

There will be a pre-bid conference on Friday, August 14, 2009 at 2:00 pm at the Purchasing Office, 423 College Street, Room 410, Carrollton, GA 30117. All bidders are strongly encouraged to attend.

Carroll County is exempt from all Federal, State and local taxes, including excise taxes. Payment terms are NET 30 Days. Invoices must be mailed to:

Accounts Payable
Carroll County Board of Commissioners
P.O. Box 338
Carrollton, GA 30112

II. Project Specifications:

The Scope of Services, as may be modified through negotiation and/or by written addendum issued by the County, will be made part of the Agreement. Contractors interested in obtaining a contract with Carroll County for the medical services to juvenile detainees shall prepare a written proposal to include, but not be limited to, the following terms and conditions:

To provide medical clearance as required by Paulding County Youth Detention Center or any other designated detention center for juvenile offenders prior to incarceration. The provider will be required to perform such services at the site where the juvenile offenders are located. The arresting agency may be in any area of Carroll County Georgia (including the following areas: Carroll County Sheriff's Department, Bowdon, Mt. Zion, Temple, Villa Rica and Carrollton). The services must be provided on a 24/7 basis and be able to reach the offenders location within 1 hour of notification.

Services must be provided by persons properly licensed to perform such services. Provider must have liability insurance amounting up to \$500,000.00

Provider should include those who are licensed in the State of Georgia as a registered nurse, licensed practical nurse, certified paramedic, certified phlebotomy technician, and any and all other persons certified to withdraw blood or to collect evidence, do juvenile clearance, from a suspect in the State of Georgia.

Provider should make available to Police and Sheriff sufficient information to enable the agencies to contact the on-call contractor, including 24-hour on call telephone number, address, name, and alternate or backup number, if any.

Provider should agree to make available, on an on-call basis, personnel to testify in court, if needed. Court time for testimony shall be billed to the Solicitor of the juvenile court, or appropriate persons.

Provider will provide suspect evidence collection and services at detention facilities, jails, station, hospital, and/or accident scene as requested by Carroll County.

Provider must agree to a one year contract between them and Carroll County.

Provider should agree to indemnify, defend, and hold harmless Carroll County and its authorized agents, officers, volunteers, and employees against any and all claims or actions arising from provider's acts, errors, or omissions and for any cost or expenses incurred by Carroll County on account of any claim therefore.

Fee schedule for each of the following services must be included in the bid:

Juvenile Clearance
Urine Pregnancy Test
Dry Run
Juvenile Drug Screen
Vital Signs

III. Submittal Requirements/Format:

Format: The Parties interested in acquiring this contract with Carroll County shall submit three (3) unbound copies of the proposal package to meet the requirements below:

- A. The Proposal shall set forth an itemized cost for the Project including an itemization of the cost for materials, type of materials to be used and cost for labor.
- B. A list of current Georgia clients, including the names and addresses, for which your company has completed similar work within the last three years.
- C. Any listing of unique products or services offered and how they would apply to this Proposal.
- D. Provide a written statement outlining the response time for various services.
- E. Indicate how the resources of your firm (e.g. number and type of personnel, equipment, etc.) will be allocated for this project.
- F. Degree of work, if any, that is to be subcontracted.
- G. Ability to meet insurance requirements and attach a copy of a valid insurance certificate for the firm's professional liability and proof of adequate worker's compensation coverage for employees.
- H. Complete exhibits 1 through 3 and include in proposal.

IV. Minimum Criteria Used to Determine Responsibility and Responsiveness of Proposals:

Proposals shall be reviewed and evaluated based on their relative responsiveness to the criteria described above and with those criteria's outlined below. The Carroll County Board of Commissioners will make the final approval.

- A. Whether the Bid demonstrates an understanding of the services?
- B. Whether the Bid demonstrates an ability to meet response times?
- C. Whether the Bidder provided references or otherwise demonstrated it has performed satisfactorily in previous contracts of similar size and scope?
- D. Whether the Bidder has demonstrated the appropriate capacity, skill and financial resources to provide the requested service?

E. Whether the Bidder met the insurance requirements and provided proof of same. All work performed shall be of the highest quality in accordance with good practices, procedures and medical standards. The Bidder must conform to all Federal, State and local laws and governmental regulations.

V. Subcontracting:

Any person undertaking a part of the work under the terms of the proposal, by virtue of an agreement with the Contractor, must receive the approval of the Carroll County Purchasing Manager prior to any such undertaking. The County may terminate the proposal if the subcontracting is done without this approval.

VI. Safety Measures:

Contractor shall take all necessary precautions for the safety of employees on the worksite and shall erect and properly maintain at all times, as required on job conditions and progress of the work, all necessary safeguards for the protection of personnel and the public.

VII. Proof of Insurance/Performance Bond/Bid Bond:

Insurance Requirements. Contractor shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property that may arise from or in connection with performance of the Work hereunder by the Contractor, his agents, representatives, employees, or subcontractors.

1. Professional Liability: \$ 5,000,000 combined single limit per occurrence for comprehensive coverage including bodily injury and personal.
2. Automotive Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage including all owned, hired and non-owned.
3. Workers' Compensation and Employers' Liability: Workers' Compensation limits as required by the Labor code of the State of Georgia and Employers Liability of \$100,000 per accident.

A "Certificate of Liability Insurance" showing the Carroll County Board of Commissioners, as the Certificate Holder, must be provided prior and incorporated as part of the award contract.

VIII. Price:

The prices and descriptions of material and services should be in sufficient detail for the Board of Commissioners to be able to make a determination as to whether the price is "responsible and responsive" and in the best interest of County Government and consistent with this Request for Proposal.

- Invoices will be submitted to:

Carroll County Board of Commissioners
P.O. Box 338
Carrollton, GA 30112
Attention: Don Johnson, Finance Department

- Accounts are NET 30 DAYS.

XI. Method of Selection:

The County is using the Competitive Sealed Bids method of source selection for this procurement. An award, if made, will be made to the responsible provider whose proposal is most advantageous to the County, and most responsible and responsive as required by law, taking into consideration the factors set forth in this RFP.

Providers submitting proposals may be afforded an opportunity for discussion, negotiation and revision of proposals as authorized by O.C.G.A § 36-91-21. Discussions, negotiations and revisions may be permitted after submission of proposals and prior to an award for the purpose of obtaining the best and final offers. In accordance with their requests for proposals, all responsible Bidders found by the governmental entity to have submitted proposals reasonably susceptible of being selected for the award shall be given the opportunity to participate in such discussions, negotiations and revisions. However, during the process of discussion, negotiation and revision, the government entity shall not disclose the contents of proposals to competing providers. The final decision with regard to the selection of the bidder shall be made by the Carroll County Board of Commissioners. All proposals shall be valid for a period of sixty (60) days from the submission date.

T. Loftin
Purchasing Clerk
(770) 830-5804
tloftin@carrollcountyga.com

CARROLL COUNTY BOARD OF COMMISSIONERS

SUMMARY SHEET

Vendor or Proprietor Name: _____

Ownership: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Number of years in existence: _____

Management Contact (person responsible for direct contact with Carroll County and services required for this Request for Proposal):

Name: _____ Title: _____

Telephone Number: _____ Fax: _____

Email: _____

Project Manager (Person responsible for day-to-day servicing of the account):

Name: _____ Title: _____

Telephone Number: _____ Fax: _____

Email: _____

Types of services provided by : _____

CARROLL COUNTY BOARD OF COMMISSIONERS

**ACKNOWLEDGEMENT OF COMPLIANCE WITH INSURANCE
REQUIREMENTS FOR MEDICAL SERVICES FOR JUVENILE DETAINEES
REQUEST FOR PROPOSALS**

Vendor or proprietor agrees, acknowledges and is fully aware of the insurance requirements as specified in Insurance Requirements of the Request for Proposals for Medical Services for Juvenile Detainees, and accepts all conditions and requirements as contained therein.

Vendor or Proprietor: _____
Name (Please Print)

By: _____
Authorized Signature

Date: _____

This executed form must be submitted with proposal.

CARROLL COUNTY BOARD OF COMMISSIONERS

CERTIFICATION OF QUALIFICATIONS

1. The undersigned hereby submits its proposal and, by doing so, agrees to furnish Services to the County in accordance with the Request for Proposal (RFP), dated August 4, 2009, and to be bound by the terms and conditions of the RFP.
2. This vendor or proprietor has carefully reviewed its proposal and understands and agrees that the County is not responsible for any errors or omissions on the part of the proposer and that the proposer is responsible for them.
3. It is understood and agreed that the County reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the County.
4. The proposal includes all of the commentary, figures and data required by the Request for Proposal, dated August 4, 2009.
5. The proposal shall be valid for 60 days from August 21, 2009.

Vendor or Proprietor: _____

By: _____
(Authorized Signature)

Type Name: _____

Title: _____

Date: _____