



METROPOLITAN EMERGENCY SERVICES BOARD

REQUEST FOR PROPOSALS (RFP)

**Major Incident Response Bus
Operators/Drivers**

DUE DATE:
September 2, 2022

ISSUED BY:
METROPOLITAN EMERGENCY SERVICES BOARD

The Metropolitan Emergency Services Board (MESB) is soliciting proposals for two Major Incident Response (MIR) Bus operators/drivers.

The MESB is a joint powers board formed for the purpose of overseeing the metro portion of the 9-1-1 system, the metro portion of the Allied Radio Matrix for Emergency Response (ARMER) system and facilitating coordination EMS in the ten-county Minneapolis/St. Paul metropolitan region.

Additional information about the MESB and Metro Region EMS System may be found at www.mn-mesb.org and www.emsmn.org.

Scope of Work:

The duties of a contracted MIR bus operators and bus operations trainers include ensuring the MIR bus is maintained in operational condition for emergent and scheduled deployments. It is expected that the contractor be on call for MIR bus deployment, perform monthly vehicle checks, medical and communications equipment and supply checks, and arrange required vehicle and equipment service and repairs in coordination with the MESB's EMS Coordinator. It is expected that the contractors to maintain exceptional relationships with agencies and jurisdictions which house the bus and/or provide support for bus deployments.

Submission Requirements:

Proposals should contain, but not be limited to the following considerations:

1. Qualifications, including proof of valid class B or higher Minnesota driver's license.
2. Experience in heavy-duty, diesel-powered emergency vehicle fleet maintenance requirements and schedules.
3. Emergency vehicle operations and major incident response training experience.
4. Familiarity with a SARTAIN MIR bus or its equivalent.
5. Experience with maintenance and operations planning.
6. Estimated number of hours per month to complete assigned duties.
7. Fee proposal to:
 - a. Conduct monthly vehicle and equipment checks
 - b. Schedule equipment and vehicle maintenance as required
 - c. Maintain vehicle and equipment records
 - d. Maintenance of reputable vehicle repair and maintenance
 - e. MIR bus operator training
 - f. Communications equipment checks
 - g. Vehicle refueling plans
 - h. Light cleaning of vehicle storage area
 - i. MIR bus operations when deployed
 - j. Meetings as assigned by MESB EMS Coordinator

Selection Process:

The final decision of the selection of the organization to provide leadership development instruction will be made by the Metropolitan Emergency Services Board. The final agreement will be in the form of a written contract between the successful respondent(s) and the MESB. MESB, at its sole discretion, may pursue services under this request. The MESB reserves the right to select one, some, all, or none of the items outlined in a respondent's pricing submission. The MESB reserves the right to reject any, or all, proposals, and to request additional information from all proposers.

All questions and correspondence should be directed to Jill Rohret, Executive Director, in writing at jrohret@mn-mesb.org or via telephone at (651) 643-8394. Contact with MESB personnel other than Jill Rohret regarding this RFP may be grounds for elimination from the selection process.

Proposals shall be accepted via email only and are due by 4:00 p.m. on Friday, September 2, 2022, delivered to: Jill Rohret, Executive Director, at jrohret@mn-mesb.org. Pricing should be submitted in a separate file from the main proposal.

PUBLIC DATA

Proposals submitted will become a matter of public record. Information supplied by any proposer is subject to the Minnesota Government Data Practices Act, Minnesota Statutes, Sections 13.01 et seq.

Public Record: Under Minnesota law, data submitted by a business to a government entity in response to a request for proposal are private or nonpublic until the responses are opened. Once the responses are opened, the name of the proposer becomes public. All other data in a proposer's response to a request for proposal are private or nonpublic data until completion of the evaluation process. Completion of the evaluation process means that the government entity has completed negotiating the contract with the selected proposer. After a government entity has completed the evaluation process, all remaining data submitted by all proposers are public with the exception of trade secret data as defined and classified in Minn. Stat. Section 13.37. A statement by a proposer that submitted data are copyrighted or otherwise protected does not prevent public access to the data contained in the response if such data does not qualify as trade secret data.