
**HUNTINGTON CONVENTION CENTER OF CLEVELAND AND
GLOBAL CENTER FOR HEALTH INNOVATION**



REQUEST FOR PROPOSALS
EMERGENCY MEDICAL TECHNICIANS/FIRST AID SERVICES

**HUNTINGTON CONVENTION CENTER OF CLEVELAND AND GLOBAL CENTER FOR HEALTH
INNOVATION
REQUEST FOR PROPOSALS**

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ADVERTISEMENT

Request for Proposals (RFP)

Notice is hereby given that SMG, managing agent of the Huntington Convention Center of Cleveland/Global Center for Health Innovation (the Facilities), is seeking bids from qualified respondents (Providers) for the provision of Emergency Medical Technician/First Aid Services to patrons of the HCCC/GCHI.

All comments and questions concerning the Request for Proposals and the corresponding procedures and requirements must be addressed in writing, via facsimile, mail, or email to the following:

Huntington Convention Center of Cleveland
1 St. Clair Avenue NE
Cleveland, OH 44114
Attn: Mike Campo - Assistant General Manager
Fax: 216-920-1451
Email: mcampo@clevelandconventions.com

A mandatory Pre-Bid Conference will be held on **Monday, July 16, 2018** at 10:00 AM at the Huntington Convention Center of Cleveland's SMG Conference Room located on the Mezzanine level. Upon request tours will be provided of the Facility following the pre bid meeting.

Responses must be received by **Monday July 30, 2018 by 1:00 p.m.** local time at the Huntington Convention Center of Cleveland. SMG reserves the right to reject responses if not submitted by the time, date and at the place designated in the RFP. Any and all responses may be rejected if deemed in SMG's best interest.

ARTICLE 1
INTRODUCTION

1.1 PROJECT DESCRIPTION/LOCATION.

Opened in 2013 the Huntington Convention Center of Cleveland and the Global Center for Health Innovation is located at 1 St. Clair Avenue NE, Cleveland, OH 44114.

The Convention Center is a 750,000 sq. ft facility featuring 225,000 sq. ft. of contiguous exhibit space as well as 35 meeting rooms totaling over 90,000 sq. ft. of meeting space. The Center plays host to over 200 events each year consisting of public shows, conventions, trade shows, meetings, sporting events, banquets, and special events together drawing over 230,000 visitors.

The Global Center for Health Innovation is a 225,000 sq. ft. facility which is the only in the world that displays the future of health and health care. The Global Center serves health and health care innovation, technology, education and commerce through state-of-the-art spaces, programs and virtual offerings.

The purpose of this RFP is to identify a 3rd party EMT/1st Aid services provider to provide these services to handle the needs of events held within the Facility. The estimated number of hours needed to fulfill these services for events held here at the Facility is between 450 – 650 hours on an annual basis.

ARTICLE 2
CRITICAL DATES

2.1 The following are the critical dates and times:

Notification	Thursday July 5, 2018
Mandatory Pre-Bid Conference	Monday, July 16, 2018 at 10:00 AM
Response Due Date	Monday, July 30, 2018 by 1:00 PM
*Interviews	Wednesday, August 01, 2018 (Times TBD)
*Selection	Monday, August 6, 2018
*Projected Contract Commencement	Tuesday, September 04, 2018

*This is a targeted date under optimal circumstances and is tentative based on actual selection factors.

ARTICLE 3
PROCEDURES/CONTENT

3.1 CONTENTS OF RESPONSES

1. Responses must include the following:
 - a) **Company History/Qualification:** Provide a detailed history and a statement of qualifications including a description of comparable services provided for comparable projects including dates, overall management and organizational approach as well as the specific staffing plan and its plan for uniforms as well as the qualifications of its personnel including the training programs provided. Providers shall also provide a mission statement outlining its policies with regards to customer service and provide testimonials and evidence thereof. Provide further detail regarding whether Provider has performed services similar to those described in Attachment A.
 - b) **Financial Qualifications:** Provide evidence that Provider has the financial ability to perform the Services. Respondent must provide their last financial statement. In the case of a subsidiary, statements must be on the operating entity. No statement of the parent or holding company is acceptable.
 - c) **SMG wishes to achieve certain participation goals related to participation in the County of Cuyahoga, OH's Small Business Enterprise (SBE) program.** If Provider is registered as a Small Business Enterprise (SBE) certified by the County of Cuyahoga, OH the Response should so indicate.
 - d) **References:** Provide five (5) references stating name, title, company, address and telephone numbers for each individual within these companies who may be contacted.
 - e) **Quotation Sheet:** Provider must identify all applicable fees for their services within the enclosed Quotation Sheet located within Attachment A.
 - f) **Sub-Contractors:** Provider shall identify any and all sub-contractors which the Provider anticipates having a significant role in the services.
2. All Responses shall be typewritten without erasures or deletions.
3. Each copy of the Response shall include the legal name of the Provider and a statement identifying the Provider as a sole proprietor, partnership, corporation or other legal entity as appropriate. Each copy shall be signed by the person or persons legally authorized to bind the Provider to a contract. A Response by a corporation shall further give the state or incorporation and whether the Provider is qualified to do business in the State of Ohio. A response submitted by an agent shall have a current power of attorney attached certifying the agent's authority to bind the Provider.

3.2 PROPOSED TERMS OF THE BID

- 1.) All costs must be identified on the Quotation Sheet located within Attachment A. If there are portions of the Work the Provider can not price, provide fee schedules with an

“estimated cost of service”. SMG reserves the right to reject any Response that is incomplete or is not submitted on the forms provided.

3.3 SUBMISSION OF RESPONSES

- 1.) Submit three (3) properly executed Responses with any other documents required. The envelope shall be identified with the Provider name and address, type of Response (i.e. valet services) and the bid due date to the following address:

Huntington Convention Center of Cleveland
1 St. Clair Avenue NE
Cleveland, OH 44114
Attention: Mike Campo (Assistant General Manager)

- 2.) **SEALED RESPONSES shall be submitted no later than 1:00 p.m., EST. on the above noted date. Responses received after that time and date will be returned unopened. The Provider shall assume full responsibility for timely delivery at the location designated for the receipt of Responses.**
- 3.) Submission of a Response signifies careful examination of the RFP and complete understanding of the nature, extent and location of the Work to be performed.
- 4.) Oral, telephonic or emailed Responses are invalid and will not receive consideration.

3.4 CLARIFICATION

Each Respondent shall carefully examine the site, all RFP documents and related materials as well as any addendum and will thoroughly familiarize themselves with all requirements prior to submitting a bid. Should a Provider find discrepancies or ambiguities in, or omissions from the proposal documents, or should the Provider be in doubt as to their meaning, Provider shall at once, and in any event, not later than seven (7) days prior to proposal due date, submit to SMG a written request for interpretation or correction thereof. The person submitting the request for clarification will be responsible for its prompt delivery to the Assistant General Manager at the address noted in Section 3.3. Facsimile requests for clarification will be accepted at 216-920-1451 or via email to mcampo@clevelandconventions.com . Each Provider is responsible for confirming receipt of any facsimile or emailed materials to SMG.

Any interpretation or correction of the RFP will be made only by written addenda to all Provider. No allowance will be made after bids are received for oversight, omission, error, or mistake by the Provider or SMG. Addenda so issued will become part of the bid Documents and receipt thereof by the Respondent shall be acknowledged in the bid.

3.5 MODIFICATION OR WITHDRAWAL OF RESPONSE

- 1.) A Response may not be modified, withdrawn or canceled by the Provider during the time period following the date designated for the opening of the Responses, and each Provider so agrees in submitting a Response.
- 2.) Prior to the time and date designated for receipt of Responses, a Response submitted might be modified or withdrawn by notice to the party receiving Responses at the place designated for receipt of Responses. Such notice shall be in writing over the signature of the Provider. Change shall be so worded as not to reveal the amount of the original Response.
- 3.) Withdrawn Response may be resubmitted up to the date and time designated for the receipt of Responses provided that they are then fully in conformance with these Instructions to Providers.

3.6 DUE DILIGENCE

- 1.) Prior to submitting a bid, each Provider shall make all investigations and examinations necessary to ascertain conditions and requirements affecting operation of the proposed services. Failure to make such investigation and examinations shall not relieve the successful Provider for the obligation to comply, in every detail, with all provisions and requirements, nor shall it be a basis for any claim whatsoever for alteration in any provision required by the Contract.

3.7 CONDITIONS AND LIMITATIONS

- 1.) The bids and any information made a part of the bids will become part of SMG's official files without any obligation on SMG's part to return them to the individual Provider(s).
- 2.) This RFP and the selected Provider(s) bid may, by reference, become part of any formal Contract between SMG and Provider resulting from this solicitation.
- 3.) Provider(s) shall not offer any gratuities, favors, or anything of monetary value to any official or employee of SMG for purpose of influencing consideration of a bid.

3.8 NO CONTACT POLICY

- 1.) Prior to the Response Due Date and after receipt of bids by SMG, and until the award of this Contract, no Provider, subcontractor to Provider shall contact or communicate, in any manner, with the following parties concerning matters directly related to this Contract:
 - a) any member of the Huntington Convention Center of Cleveland/Global Center staff, SMG, any employee or agent thereof, except in the manner described herein; except as noted below in 3.8 - 2
 - b) any elected official or employee of the State of Ohio or the County of Cuyahoga, OH.

- 2.) All comments and questions (requests for information) concerning this Request for bid and the corresponding procedures and requirements must be addresses in writing, via facsimile, mail or email to the following:

Huntington Convention Center of Cleveland
1 St. Clair Avenue NE
Cleveland, OH 44114
Attention: Mike Campo (Assistant General Manager)
Fax: 216-920-1451
Email: mcampo@clevelandconventions.com

SMG will respond to all comments and questions to all Providers within three to five (3-5) days of the request being received. All requests for information must be received by SMG at least seven (7) days prior to the Response Due Date in order to receive consideration. SMG will not be responsible for comments and/or answers received in any manner other than as described above.

- 3.) Any contact violation of the above instructions shall be grounds for disqualification and/or rejection of a Response, and in the case of a subcontractor, the preclusion of that subcontractor providing services for the Project. Each Provider is responsible for notifying its prospective subcontractors of these instructions.

ARTICLE 4

CONSIDERATION OF RESPONSES

4.1 OPENING OF RESPONSES

- 1.) The properly identified Responses received on time will be opened and acknowledged.
- 2.) To be considered for the award, a Provider must be experienced and regularly in the business of providing the Scope of Services required by this RFP, and must have a business phone and be available for consultation.

4.2 REJECTION OF RESPONSES.

- 1.) SMG shall have the right to reject any or all Responses, reject a Response not accompanied by the data required by the RFP, or reject a Response, which is in any way incomplete or irregular.

4.3 ACCEPTANCE OF A RESPONSE

- 1.) It is the intent of SMG to award a contract to the qualified and responsive Provider submitting the response which is in the best interest of the Facilities, provided the Response has been submitted in accordance with the requirements of the RFP. SMG shall have the right to accept the Response which in its judgment, is in the best interest of the Facilities.
- 2.) Following the evaluation of written bids, Provider(s) may be requested to offer oral presentation to SMG or provide clarification regarding its response. Failure to comply with such a request will disqualify Provider from consideration.

4.4 TIME OF AWARD

- 1.) Responses will be irrevocable for 30 days from the date of opening. It is the intent of SMG to enter into contract negotiations with the Vendor under consideration for the provision of Services herein described of the highest quality obtainable for the most reasonable price.
- 2.) This RFP does not commit SMG to the awarding of a Contract.
- 3.) SMG will not be liable for any costs incurred in the preparation and/or presentation of the Responses.

ARTICLE 5 **FORM OF AGREEMENT BETWEEN SMG AND PROVIDER**

5.1 FORM OF AGREEMENT

- 1.) The successful Provider may be required to enter into a written contract with SMG. For informational purposes, several of the pertinent matters of the Agreement have been included below:
- 2.) The Response of the awarded Provider, along with any addendum or amendments thereof, shall be incorporated into the Agreement.
- 3.) Term: The term of this agreement shall run from September 01, 2018 through August 31, 2018 the "Initial Term". At the conclusion of the Initial Term SMG shall retain the option to renew the Agreement, subject to the mutual agreement of both parties, for not more than two (2) additional one (1) year terms under the provisions agreed herein. Such notice of renewal or non-renewal must be received no less than thirty (30) days prior to the expiration of the then current term. Notwithstanding anything contained in the agreement to the contrary the contract will not automatically renew at the conclusion of the then current term. SMG reserves the right using its sole discretion to terminate the Agreement, with or without cause, upon providing thirty (30) days written notice to Provider, without any liability whatsoever.

- 4.) The successful Provider will be required to obtain and maintain in force at all times during the term of the agreement as a direct cost of operation, insurance coverage as directed by SMG. Such coverage will be obtained from an insurance company authorized and licensed to do business in the State of Ohio and rated not less than A-VIII by the most current Best's Manual. Furthermore, said insurance company or companies must be approved by SMG. It is anticipated that such coverage shall include the following:
- 5.) Comprehensive General Liability Coverage in the amount of \$1,000,000.00. This coverage must be written on an occurrence form, claims made policies will be unacceptable to SMG. This Comprehensive General Liability insurance shall cover the Contractor, SMG, the Huntington Convention Center of Cleveland, the County of Cuyahoga, OH, the Cuyahoga County Convention Facilities Development Corporation (CCCFDC), and their employees, agents and officers from and against any claim arising out of personal injury of Provider or the Provider's failure to comply with the terms of this Contract. Such policy or policies of insurance shall include coverage for claims of any persons as a result of an incident directly or indirectly related to the employment of such persons by a Provider or by any other persons. This coverage shall include blanket contractual insurance and such coverage shall make express reference to the indemnification provisions set forth in this agreement. The policy shall also be endorsed to include coverage for products, completed operations, and independent contractors.
- 6.) Workers' Compensation Coverage shall comply with all State and Federal requirements for all employees of Provider and will be in statutory required limits.
- 7.) Excess Liability Coverage, in the amount of \$1,000,000.00 shall be in the form of an Umbrella policy rather than a following form excess policy. This policy or policies shall be specifically endorsed to be excess of the required Comprehensive General Liability Coverage, the Employers' Liability Coverage on the Workers' Compensation policy, and the Comprehensive Automobile Liability policy.
- 8.) Comprehensive Automobile Liability Coverage, in an amount not less than \$1,000,000.00, shall be maintained. Such coverage will include all owned, non-owned, leased and/or hired motor vehicles, which may be used by Provider in connection with the services, required under the Contract.
- 9.) All such insurance coverage, with the exception of Workers' Compensation, shall name SMG, the Huntington Convention Center of Cleveland, the County of Cuyahoga, OH, the Cuyahoga County Convention Facilities Development Corporation and their employees, agents, officers and directors as additional insured thereunder.
- 10.) Provider shall waive any and every claim against SMG, County of Cuyahoga, OH, the Cuyahoga County Convention Facilities Development Corporation and their respective agents and employees which arises or may arise in their favor for any and all loss or damage to any of its property. If any policy does not presently contain provisions which permit such a waiver, contractor agrees to obtain an endorsement to its insurance policies permitting such waiver of subrogation.

- 11.) Indemnification: The Provider shall defend, indemnify, and hold harmless SMG, the County of Cuyahoga, OH, and the Cuyahoga County Convention Facilities Development Corporation and Members, Officers, and their employees from, and against all claims, suits, judgments, expense, and costs of every kind and description, by reason of injury to persons or damage to property, resulting or alleged to result from any act or omission of the Provider or his employees or agents, including, but not limited to expenses or claims related to environment contamination, injury or clean up.
- 12.) All licenses and/or permits will be provided by the Provider.
Provider shall at all times observe and comply with all applicable federal, state and local laws, ordinances, rules and regulations and shall indemnify, save and hold harmless, SMG, and the Cuyahoga County Convention Facilities Development Corporation and all of their officers, agents and employees against any and all claims or liability arising from or in connection with the violation of any such law, ordinance, rule or regulation, whether such violation is caused by Provider, or its agents, employees, suppliers, or subcontractors.
- 13.) SMG requires that Provider shall not discriminate against any person or group of persons based upon race, creed, sex, sexual orientation, religion, color, age, veteran status, national origin or ancestry.
- 14.) Conflicts of Interest: The Provider must state in its proposal, as of the date of the Response that it knows of no conflicts of interest which would be created by its contract for the project. It will be the continuing duty of the selected Provider to report all potential conflicts of interest to SMG.
- 15.) Prevailing Law: The Provider and subcontractors must comply with all local, state, and federal laws, rules, and regulations applicable to this Agreement and to the services performed hereunder.

5.2 EVALUATION CRITERIA

- 1.) The successful Provider shall be determined by the following criteria:
 - a) Company History/Qualification: Provide a detailed history and a statement of qualifications including a description of comparable services provided for comparable projects including dates, overall management and organizational approach as well as the specific staffing plan and its plan for uniforms as well as the qualifications of its personnel including the training programs provided. Providers shall also supply a mission statement outlining its policies with regards to customer service and provide testimonials and evidence thereof. Provide further detail regarding whether Provider has performed services similar to those described in Attachment A.
 - b) Financial Qualifications: Provide evidence that Provider has the financial ability to perform the Work. Respondent must provide their last financial statement. In the case

of a subsidiary, statements must be on the operating entity. No statement of the parent or holding company is acceptable.

- c) SMG wishes to achieve certain participation goals related to participation in the County of Cuyahoga, OH's Small Business Enterprise (SBE) program. If Provider is registered as a Small Business Enterprise (SBE) certified by the County of Cuyahoga, OH the Response should so indicate.
 - d) References: Provide five (5) references stating name, title, company, address and telephone numbers for each individual within these companies who may be contacted.
 - e) Quotation Sheet: Provider must identify all applicable fees for their services within the enclosed Quotation Sheet located within Attachment A.
 - f) Sub-Contractors: Provider shall identify any and all sub-contractors which the Provider anticipates having a significant role in the services.
- 2.) SMG reserves the right to award or not award the contract on the basis of the initial response.
- 3.) Oral Presentations/interviews will be held during the tentative dates shown within 2.1 Critical Dates. Provider will be given approximately 45 minutes to make a presentation and respond to questions. Provider's will be limited to an attendance of five (5) individuals to participate in the process.

ARTICLE 6

SCOPE OF WORK

6.0 Provider's services shall include, but not be limited to the following:

- 1.) **See Attachment "A"**

ATTACHMENT A

HUNTINGTON CONVENTION CENTER OF CLEVELAND & GLOBAL CENTER FOR HEALTH INNOVATION

SCOPE (“Services”)

- Preferred provider of EMT/First Aid services for the Huntington Convention Center of Cleveland and the Global Center for Health Innovation. These services are to be provided on an as needed basis upon the request of SMG and will be driven primarily by event needs. The estimated number of hours for these services is between 450 and 650 hours per year.
- SMG shall have the sole right to determine the staffing levels for the services and Provider agrees to a minimum staffing level of one (1) EMT, upon request by SMG, to perform the services described herein.
- Provider shall provide State of Ohio certified, licensed and insured emergency medical staff (generally emergency medical technicians (“EMTs”) at the Facility, when requested by SMG, to assess injuries or illnesses and to render basic first aid and basic life support. In the case of life threatening emergencies, Provider will provide basic life support while local advanced life support providers are contacted and continue to provide such services until they are relieved of such duties by local advanced life support providers.
- SMG will designate (1) primary base station (“First Aid Station”) for the Provider to operate and store equipment within. This primary base station will be for the exclusive use by Provider and SMG will equip with electrical power, lighting, hot/cold running water, securable cabinets to hold basic first aid supplies and a telephone (for the purpose of summoning emergency ambulance or back-up service), at no charge to Provider.
- Due to the needs of events, SMG may request Provider to set up in temporary satellite locations within the Facility in order to better serve patrons.
- Routine maintenance will be provided by SMG and will include basic cleaning. Provider agrees that it will perform reasonable maintenance of its space including the removal of trash receptacle liners as well as the proper disposal of sharps and biohazards.
- If requested by SMG, Provider shall also be able to provide registered nurses, licensed physicians and ambulances.
- Provider will designate a venue liaison, who will be responsible for familiarizing assigned staff with the Facility and events, and will serve as liaison with SMG and respond within twenty-four (24) hours to any incidents that may require follow up.

- Personnel provided by Provider shall remain on duty throughout the event and shall not leave until permission to be released has been obtained from the SMG designated representative.
- Upon the conclusion of each event, Provider agrees to provide copies of all documentation reflecting the first aid services provided including invoicing.
- Provider agrees to notify SMG management on site whenever they respond to an incident or provide services of any kind to an attendee, guest, exhibitor, employee or other individual at the facility.
- Provider further agrees to maintain permanent files of all Logs/Reports and will fully cooperate with SMG and its insurance carriers on any claims that arise at no additional charge. In the event charges apply for any of these services Provider shall provide SMG with an estimate of the fees to be incurred in advance for approval.
- Provider agrees to provide consultation services and training in first aid, CPR and AED use at its own expense, as may be requested by SMG, to train SMG employees and to review/establish first aid and/or safety plans with policies and procedures for the caring of medical and first aid needs of clients and visitors and the handling of potential mass-casualty incidents within the Facility. Consultation shall also include attending Safety Committee meetings held from time to time by SMG.
- Provider agrees to provide at its' own expense all necessary first aid supplies required to fulfill the services described herein. In addition, Provider agrees to provide additional equipment at its' own expense as needed in each First Aid Station, including, but not be limited to, wheelchair(s), pillows, blankets, stretcher/gurney(s), patient exam table(s), oxygen resuscitator equipment, etc. There shall be no charge for consumable supplies to either SMG or patients (e.g. bandages, aspirin, etc.).
- Provider agrees to provide a two-way radio for each First Aid Station, which will work with the radio frequencies utilized by SMG at the Facility. Should additional radios be required due to staffing requirements, SMG shall provide the necessary equipment.
- All services and supplies provided by Provider during the term of this Agreement are at no cost to the individual patient requiring first aid assistance. Any additional charges that may be incurred for off-site evacuation via ambulance and/or paramedic squad, further medical follow-up care, etc. are entirely the responsibility of the individual patient and neither SMG nor Provider assumes any liability for such charges.
- Provider's personnel will sign-in and out at the area of the Facility commonly referred to as the Employee Entrance. Key(s) to the appropriate First Aid Station(s) will be provided at the time of sign-in and are to be returned by Provider's personnel at the time they sign-out. Provider's personnel will be issued badges which must be clearly visible and worn at all times while working in the Facility.

- Provider shall supply professional uniforms at its own expense to its employees and further agrees to ensure that such uniforms are kept neat and clean and visibly communicate the service they are providing.
- Provider's on-site personnel shall determine the need for outside assistance, such as an ambulance or paramedic response and will notify SMG. SMG will then contact the appropriate outside response. Provider's personnel shall remain at their assigned location(s) during their shifts, except for restroom or meal breaks, or unless permission is given by SMG.
- SMG and Provider mutually agree that incidents occurring within the Facility are under the responsibility of the Provider and any incidents or injuries that occur outside the Facility perimeter are to be referred to the City of Cleveland EMS.
- Provider shall ensure that blood-borne pathogens under the control of its assigned staff are properly handled and disposed of and will assist SMG with the handling and disposal of blood-borne pathogens, if requested.
- Provider shall ensure that its employees shall be properly trained and be fully licensed and hold the necessary certifications to provide the services described herein. Provider further agrees to comply with all safety policies and procedures put forth by SMG in accordance with its venue safety program as well as any applicable OSHA regulations.

QUOTATION SHEET

MUST INCLUDE ALL CHARGES TO BE ASSESSED

PROJECT: EMT/FIRST AID SERVICES

LOCATION: Huntington Convention Center of Cleveland/Global Center for Health Innovation

RESPONDENT:

DATE DUE: Response **due Monday July 30th, 2018 by 1:00 P.M.**

INSTRUCTIONS AND CONDITIONS:

FEES

- All fees for professional services rendered will be invoiced upon completion of the event, and will be due and payable NET 30 days from the date of invoicing.
- Price includes all labor, materials, and equipment required to perform services.
- Fees shall be based upon the type of personnel as follows:

	Year 1	Year 2	Year 3	*Year 4	*Year 5
EMT (Hourly Rate)	\$	\$	\$	\$	\$
Paramedic (Hourly Rate)	\$	\$	\$	\$	\$
Ambulance (Hourly rate includes (1) ambulance and (2) EMT's)	\$	\$	\$	\$	\$
SBE Participation	%	%	%	%	%

* Years 4 and 5 are subject to the extension terms detailed within the Agreement.
 In addition to the above rates detail below any applicable holiday rates or minimum staffing or hours.

THE PRICES INDICATED SHALL BE THE ACTUAL PRICE TO THE CCC/GCHI AND SHALL REMAIN CONSTANT AND SHALL NOT BE EFFECTED BY OUTSIDE INFLUENCES. BY SUBMITTING A RESPONSE VENDOR AGREES TO THIS.

READ ALL INSTRUCTIONS AND CONDITIONS BEFORE QUOTING.

COMPANY _____

COMPANY REP _____

PHONE _____

EMAIL _____