

## INVITATION TO SUBMIT PROPOSALS

The City of Shelbyville, Illinois invites proposals from qualified ambulance companies interested in being recipients of a license to operate ambulance businesses in Shelbyville, Illinois (population 4,700). The City anticipates issuing one license to the company determined best suited for the community. Our current ambulance service, Decatur Ambulance Service (DAS) will be entirely ceasing its business and all Illinois operations later in 2022. Responses to this proposal do NOT require that the successful licensee service all former DAS communities outside Shelbyville, but these areas may be an area of opportunity for the licensee.

Time is of the essence, so the city is willing to expedite review and license approvals for qualified applicants, and to accelerate issuance of licenses in the interests of maintaining service continuity and uninterrupted ambulance coverage. For this reason, there is no deadline for submission of proposals/license requests; they will be reviewed and evaluated and awarded by the City after submittal as quickly as the City can verify compliance with requirements and overall suitability of applicants for a license.

Proposals should generally conform to the standards and requirements listed in this invitation. Proposals must be submitted to the address below, or by electronic mail:

City Clerk – City of Shelbyville, Illinois  
170 E Main St  
Shelbyville, IL 62565  
cityclerk@shelbyvilleil.net

## BACKGROUND

The parent company of the current local ambulance provider, Decatur Ambulance Service, Inc., has elected to discontinue DAS operations later this year, on an exact date which has not yet been determined. The City of Shelbyville is authorized to issue licenses to EMS businesses operating and providing ambulance services within its jurisdiction. Proposals for licensure will be reviewed by the City. The City of Shelbyville will make the final determination as to the entity receiving a license, in accordance with what is in the best interests of the City's general welfare, while in compliance with City code requirements, and in conformance with provisions of this invitation.

## REQUIREMENTS & COMMENTARY

For emergency/911 calls only, the City of Shelbyville will require a minimum of two (2) advanced life support (ALS) ambulances per license request, and that at least two (2) advanced life support (ALS) ambulances be available at all times to service the City's needs. Additional ambulances maybe staffed as BLS, ILS and/or ALS units. What are plans to transfer emergencies if no ALS ambulance available?

The City will issue licenses such that any combination of licenses can provide Shelbyville with available ambulances sufficient to meet the City's EMS dispatch requirements and other operational needs. The applicant's application shall state the number of ambulances they will have available for emergency/911 calls only.

Applicants may have as many ambulances in operation, or on stand-by, as they deem appropriate for conducting non-emergency medical transfers and other revenue-producing EMS-related services, training, and other activities as they consider necessary for successful execution of their business plan.

The applicant may situate their place of business in any locations within the City of Shelbyville that are suitably zoned for such a purpose. The application should provide actual, planned, or tentative addresses for business locations.

The applicant shall provide verification that the business and its key employees are licensed by the State of Illinois, and the applicant will provide logos, monograms, insignia and other publicly displayed identifying graphics the applicant plans to use to brand the ambulance service in the City of Shelbyville.

The applicant must submit documentation detailing their current coverages for liability and worker compensation. (Please see Ordinance 22-14)

The applicant must demonstrate that they have sufficient equipment and vehicles to operate an ambulance service in Shelbyville on a 24-hour, seven-days a week basis, manned and capable of fully complying with the minimum requirements for advanced life support (ALS) services, and all other provisions of State Law as set forth by the Illinois EMS Act (ILCS 210 50/1).

Vehicles used as ambulances by the applicant must be equipped with mobile data computers and **automatic vehicle locator technology**.

The applicant must agree to participate in, and be dispatched by, the Christian County 911 Dispatch Service which is the consolidated dispatching center for all first responder agencies in Christian and Shelby Counties. The applicant will agree to compile and maintain the following information and report the same to Christian County 911 Dispatch Service for each ambulance vehicle: a) location, b) when out of service, c) when available, d) when *enroute*, e) time of arrival at scene, and f) when in quarters.

The applicant shall demonstrate that they have or can obtain certificates for all EMT personnel in their employ showing that they are all NIMS (National Incident Management System) IS100 and IS700 compliant within ninety (90) days from the commencement of operations.

In addition to these requirements, the applicant will abide by all terms of their State and local licenses, and all ordinances of the City of Shelbyville.

The applicant will submit information documenting their previous experience in providing ambulance services, including a list of communities where they are current, or have in the past, conducted business. The applicant must all be responsive to any additional information requested by the City to aid in its consideration of licensure.

Applicants will **not** be required, compelled, or urged to purchase or lease any assets of DAS; however, they are free to discuss use of DAS assets with the current owner—HSHS, Inc.

The City is willing to make reasonable accommodation to facilitate the rapid establishment of EMS operations in Shelbyville through an orderly transition of care.

For additional information and questions contact:

Rachel Wallace, City Clerk  
217-774-5531