

Attachment B - Specifications

RFx No.:3000024681

Title: Medical Transport Service – LDH-PSSC

Pinecrest Support and Services Center – hereby referred to as “PSSC”
100 Pinecrest Drive
Pineville, LA 71360

Pinecrest Support and Services Center is a community comprised of the 40 client residences and medical complex.

Number of clients is approximately 420.

Scope of Work: PSSC is seeking a Contractor to supply Medical Transportation Services for ambulatory and non- ambulatory clients.

Specifications:

- Vehicles must be available and on-time.
- All safety equipment must be working and meet the requirements herein.
- Must have four vehicles available 5 days per week driving daylight hours (6am to 6pm).
- Maximum response time to a call from PSSC for transportation service should be 30 minutes, beginning with receipt of request for service by Contractor.
- All transport vehicles used for services by the Contractor shall be vehicles that meet the current federal guidelines in all respects.
- The Contractor shall be responsible for complying with any mandated updates and/or changes in regulations set forth during Contract term.
- Contractor will be required to supply transport services on an “as needed” basis.
- Contractor will be required to transport clients along with their appliances, i.e. wheelchairs, walkers, and/or crutches and specialized wheelchairs.

Estimated Number of Trips:

1750 per year – within Rapides parish
1 per year – to Shreveport (Caddo parish)
1 per year – to New Orleans (Orleans parish)
1 per year – to Lafayette (Lafayette Parish)

- Contractor will be contacted by PSSC director of nursing department to schedule/arrange transportation service.
- Local schedule will be made in advance up to 1 hour prior to appointment.
- The Resident Service Specialist will accompany client and will contact the Contractor when client is ready to return to PSSC.
- Out of town transport will be scheduled 24 hours in advance, with exception of an emergency.
- For trips to destinations that do not provide a designated waiting area, the Contractor must remain with the client for the duration of the appointment. The Scheduling Department will notify the Contractor for such trips.

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Vehicle Specifications:

All transport vehicles are to be fully equipped with and meet the following requirements:

- Minimum of 14 inch raised roof.
- Certified roll cage.
- Raised doors so wheel chair passengers do not have to bend head to access interior.
- Capability of transporting two wheelchairs at one time.
- Minimum of two sets of wheelchair restraints, crash tested and A.D.A. approved.
- Bench seat (with flip up capability) that can seat three persons, complete with seatbelts.
- Flooring to be minimum of $\frac{3}{4}$ inch plywood subfloor, covered with RCA ribbed black transit flooring.
- Walls to be molded of fiberglass.
- Minimum of three interior dome lights.
- Spotlights mounted over the lifted area.
- Lift to be fully automatic A.D.A. compliant.
- Rear air conditioner and heating unit.
- Backup alarm.
- Emergency brake interlock.
- Drive shaft strap.

All transport vehicles to contain the following safety equipment:

- Fire extinguisher
- Safety triangle
- Flares
- First aid kit

Vehicles must accommodate:

Three persons, two wheelchairs, DME (durable medical equipment) and oxygen cylinder holders.

Contractor's drivers are to be courteous and polite to the clients being transported. Patients' privacy and confidentiality must be maintained at all times. Breach of patient confidentiality may be cause for immediate cancellation of this contract.

All drivers of transportation vehicles must have a valid Louisiana chauffeur license that is current and in full force and effect for duration of contract.

Contractor shall designate one or more persons responsible for the Contractor's work under this Contract and shall provide to the director of nursing service at PSSC the names, addresses, telephone and beeper numbers of such person or persons. **This information is to be kept current at all times***.

The Contractor shall be required to meet the prerequisites of all federal, state, parish, municipal, and other local ordinances governing the providing of public transport service. This shall be inclusive of regulations relating to insurance, quality of services, etc.

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The Contractor, at its sole cost and expense, shall maintain such policies of general liability, automobile liability for all owned vehicles, workers compensation insurances, and other insurance as shall be necessary to insure Contractor, its officers, directors and employees against any claims for theft of property, property damage, personal injury, or death occasioned directly or indirectly or indirectly in conjunction with activities of contractor or its employees under this agreements.

Contractor shall maintain minimum insurance coverage as required by the State of Louisiana.

Contractor must furnish PSSC purchasing with certificate(s) of insurance for all insurance used to comply with the insurance provisions.

PSSC will not assume responsibility for damages to or caused by transport vehicles. The Contractor is further advised that they shall have to assume liability for damages and/ or injury to property, employees, and/or clients of PSSC caused by their vehicles, equipment and/or personnel.

Contractor is to submit to PSSC purchasing department a listing of charges incurred and copies of vouchers.

Contractor shall establish a numbered voucher system to maintain accountability of services provided.

Voucher Shall State:

- Date of service
- Client's name
- Time picked up
- Point of pick up
- Name of authorizing person accompanying client with his/her signature
- Driver's name

Billing Requirements:

Contractor is to submit to PSSC purchasing department a monthly invoice with the listing of all charges incurred and copies of signed vouchers as documentation of services provided. All invoices and correspondence are to reference the PSSC purchase order number.

The listing of charges and vouchers will be reviewed by PSSC Purchasing Department prior to issuing a check to the Contractor.

There will be no payment in advance.

The Contractor shall not assign any interest in this contract.

PSSC will make payment by check to the Contractor on a monthly basis.

All checks will be made payable to the Contractor at the end of each calendar month.

General Terms and Conditions:

Contractor must establish and submit to PSSC a policy and procedure for reporting accidents and other incidents occurring in connection with services provided under this agreement. Said policy and procedure must include:

1. Compliance with La R.S. 32:398 and Title 19.
2. Written notification to PSSC including copies of any and all reports in connection with the accident or incident.

A copy of the above-referenced policy and procedures may be submitted with the bid response and must be submitted within 10 days of request.

Contractor shall not assign any interest in this Contract and shall not transfer any interest in same (whether by assignment or novation) without the prior written consent of the Office of State Procurement, provided, however, that claims for money due or to become due to the contractor may be assigned to a bank, trust company, or other financial institution without such prior written consent. It is hereby agreed the legislative auditor of the state of Louisiana shall have the option of auditing all accounts of the contractor which relate to this Contract. Recording shall be made available during normal working hours for this purpose.

Contractor agrees to retain all books, records, and other documents relevant to this Contract and the funds expended, hereunder for at least three years after final payment, in compliance with La R.S. 44:36(a) – retention of records.

Contractor hereby agrees that responsibility for payment of taxes from the funds received under this agreements and/or legislative appropriation, shall be said Contractor's obligation and paid under Contractor's tax identification number.

Contractor further agrees and realizes that this Contract is subject to and conditioned upon the availability and appropriation of federal and/or state funds. No liability or obligation for payment will accrue unless and until this Contract has been approved by the Director of State Procurement or their designee and a valid purchase order has been issued.

It is acknowledged by the contraction and PSSC that Contractor is an "Independent Contractor" and nothing in this invitation to bid and subsequent purchase order is intended nor shall be construed to create an employer/employee relationship, a joint venture relationship, or a lease or landlord/ tenant relationship, or to allow PSSC to exercise control or direction over the manner or method in which contractor preforms its responsibility under this Contract. Contractor understands and agrees that its employees of and under the control of the Contractor.