DATE: March 9, 2015

TO: Request for Proposal Emergency Ambulance Zone I, II and V Bidders and Interested Parties.

FROM: Patricia Frost, EMS Director

SUBJECT: May 21, 2015 4pm Proposal Deadline and Public Proposal Opening

The last day proposals shall be accepted will be 4pm Pacific Standard Time on May 21, 2015 at Contra Costa EMS 1340 Arnold Drive Suite 126, Martinez, CA 94553. Any proposals received after the deadline will not be considered. The following instructions are from page 12 of the RFP posted at http://cchealth.org/ems/efp.php

All proposals received prior to the deadline shall be marked with a proposal number (EMS-1, EMS-2 etc) and the date and time of receipt and kept unopened and secured in a locked area.

Such proposals shall be publicly opened at 1340 Arnold Drive Suite 126, Martinez, CA 94553 May 21st beginning at 4pm.

Upon the opening of the sealed proposals, the RFP number, submission date, general description of service being requested and the name of each Proposer will be recorded and read aloud to the persons present. The contents of the proposals shall not be reviewed or disclosed at the public opening. All proposals will be posted on the EMS website within 24 hours of opening.

1. Each proposer is required to submit one original and ten 10 copies of its proposal by the submission deadline.
2. A CD-ROM or other electronic storage device, of the proposal and attachments in Microsoft Word or PDF format shall accompany each proposal.
3. Proposals shall be submitted in a sealed container.
4. The outside of the container and each proposal shall be labeled “Exclusive Operator for Emergency Ambulance Service Proposal for Contra Costa County, California” and the Proposer’s name.
5. One original and five copies of the required Financial Documents shall be included in the sealed container but placed in a separate, sealed envelope marked with the Proposer’s name and labeled “Financial Documents” as specified in the RFP.

Please contact Patricia Frost EMS, Director if there are any questions regarding these instructions at 925 646-4379 or at Patricia.Frost@hsd.cccounty.us