



To: All Prospective Bidders
From: Purchasing Department
Date: December 16, 2022
Subject: Inquiries and Responses
RFP#: 109 - 2022

Inquiries and Responses:

- 1. In the RFP, 5728 hours are listed as the "billable hours per year". Do these hours include event cancellation charges? If so, what are the current requirements and charge limits?**

No. We know well in advance of a schedule being issued for services if an event is going to cancel. This is not common due to how far out events book.

- 2. Are the hours only for actual on-scene time or do they include pre-arrival and post-event closure time? (30 minutes is listed - unsure if that hour is "billable" - page 5**

The 30 minutes prior and after will be noted on the schedule we submit and is billable.

- 3. Are you able to provide examples of the various prior events, length and duration or each event?**

See attached 3 examples of recent events.

- 4. On page 5, Section B - you indicate that the contractor must be available within 1 hour of request. Are these events pre-scheduled? If so, do you provide an advance notification of the need for service and in what timeframe? If no advance notification, what would cause the need for a "1-hour" turn around for availability on site?**

I can not recall the last time this requirement was exercised. It would be a VERY rare occurrence. Additionally, if one of the EMT's is deemed not suitable to work, then we would expect a replacement within one hour.

- 5. Is a security or background check that needs to be performed on any employee working an event? If so, what level background check or type is needed?**

I would ask that you provide what your companies pre-employment screenings entail.

- 6. Are you able to provide any specific or desired logo for uniform embroidery representative of the venue?**

We will once awarded.

- 7. With regards to subcontractors, AMR attempts to utilize SBE where possible. Is the use of SBE subcontractors an absolute requirement with direct execution of the provision of services or may they be utilized as a result of indirect execution - i.e. staffing versus product deliverables (uniforms, supplies, equipment)?**

The utilization of DBE businesses does not have to be directly related to the scope (i.e. staffing EMTs). However, the utilization of DBE partners must be directly related to the MCC account (i.e. – only uniforms made for the MCC will be counted, only supplies purchased for the MCC account will be counted, etc.)

- 8. Is there a specific format for invoices - minimum required information for the invoice?**

Invoice would need the name of the event, hours worked each day and total, rate of pay, and total \$.

- 9. Are there any approval processes that need to be identified for invoice approval payments? Net terms and contacts for resolution?**

Time-sheets and invoice must be sent within 24 hours of the conclusion of the event. If there are questions on the time-sheets/invoice, our Security Coordinator will reach out to get those resolved prior to submitting to Accounting for payment. We attempt to pay invoices as quickly as possible when received, but our system does default to net 30.

- 10. It is indicated that invoices are to be submitted within 24 hours - is this negotiable as most contracts are typically within a 14 - 30-day window?**

No. We need to turn around billing to the customer quickly.

- 11. Is there a need to have an ambulance on site or Just the personnel with appropriate equipment based on certification level - EMT versus Paramedic versus RN versus MD?**

A need for an ambulance would only be required on a rare occasion such as a boxing match. We have not had one required in 10 years but you do need to have access to have one on site.

12. Are there any provider insurance requirements that need to be included/addressed in the proposal or additional specific requirements outside that which is listed on page 17-18?

Nothing additional is required.