



**Channahon Fire Protection District
Request for Proposal – Professional Contract Firefighter/Paramedic
Staffing Services**

Introduction

The Board of Trustees of the Channahon Fire Protection District (District) are requesting proposals from qualified firms (hereinafter, “contractor”) to provide 3 professional contract firefighter/paramedics for 24 hour shifts, 7 days per week, 365 days per year, with a beginning service date of September 1, 2021. Note that the number of firefighter/paramedics needed may change in accordance with the District’s staffing needs.

All questions or communications pertaining to this RFP shall be presented in writing via email to:

Name: John Petrakis ~ Fire Chief, Channahon Fire Protection District

Email: jpetrakis@channahonfire.com

Description of the District

The Channahon Fire Protection District serves a developing community through two manned fire stations. The district protects approximately 35 mi² comprised of residential, industrial, and chemical refinement/production/storage facilities. In addition, the fire district is responsible for incidents along the Interstate 55 corridor, Des Plaines River, and DuPage River.

The following is a brief synopsis of the duty shift manning at each fire station.

Station 1 – 24929 S. Center Street

Shift Captain (Engine 411)

2 firefighter/paramedics (Engine 411)

1 firefighter/paramedic (Ambulance 414)

1 CONTRACT paramedic/firefighter (Ambulance 414)

Station 2 – 23341 W. McClintock Road

Lieutenant (Engine 421/Ambulance 424)

1 firefighter/paramedics (Engine 421/Ambulance 424)

The proposed professional staffing will be assigned as multi-role firefighter and paramedic who will perform various fire suppression, pre-hospital care, and special rescue functions. Sometime will be dedicated to training, public relations, and general vehicle and building maintenance activities. This position will primarily be assigned to the ambulance.

Delivery

Please send 1 original and 5 copies of the proposal in a sealed envelope via postal or freight carrier labeled “Request for Proposal: Professional Contractual Firefighter/Paramedic Staffing” to:

Board of Trustees of the Channahon Fire Protection District

Attn: Fire Chief John Petrakis

Channahon Fire Protection District

24929 S. Center Street

Channahon, Illinois 60410

The proposals must be received by **3:00 p.m. CST on Wednesday April 7, 2021** at the Channahon Fire Protection District’s headquarters facility located at 24929 S. Center Street, Channahon, Illinois 60410 to be considered. Late proposals will not be considered.



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Terms for Making Proposal

Firms interested in being considered for the project should submit a statement of qualifications, which includes the following the information:

- A cover letter, including, a statement of interest to provide contractual staffing services.
- List specific municipal or government accounts for which the contractor currently provides contract paramedics:
 - the total number of current contracted communities;
 - specifically highlight current Illinois fire protection district or municipal fire department accounts;
 - specifically detail the total number of current contract firefighter/paramedics provided for each fire district or department; and
 - highlight the number of years the firm has provided personnel for each current district or department.
- Provide a summary of your recruitment practices, including but not limited to bonuses, tuition reimbursements, and fire academy sponsorship.
- List any medical malpractice experience incurred by any representative of your company in the last five (5) years.
- List the Illinois fire protection districts or municipalities that have terminated their relationship with the contractor in the last five (5) years and provide the year of and reason for termination.
- Managers, Relationship Managers and Administrators who would have primary responsibility for the management of this account.
 - Name and Title;
 - Biographies of key personnel;
 - Number of accounts under management for the manager and assigned to the administrator; and
 - Years of personal Illinois fire protection district and/or department management experience.
- Describe any special expertise and experience your firm has in providing contract firefighter/paramedics to fire district and municipal fire departments in Illinois.
- Describe the contractor's employee benefits package for contract firefighter/paramedics and coordinator including salary ranges and all health, prescription drug, vision, dental and life insurances including co-pay amounts, paid time off schedule, sick time policy, short/long term disability policy, education policy and retirement offerings.
- Describe the competitive advantage your firm enjoys over its competitors.

Notice to Accept & Reject Proposals & Waiver of Compensation

The Board may reject any or all proposals submitted, waive formalities, technical requirements and/or deficiencies and irregularities; solicit new proposals; or further negotiate with the lowest responsible bidder if some other manner of negotiation better serves the District's interest. Proposals submitted will be evaluated by the Board. During the review process, the Board has the right to request additional information and corrections from any or all of those submitting proposals. Once the Board has reviewed the proposals, it may request oral presentations from any or all of those submitting proposals.

All costs incurred with the submission of proposals are solely those of the proposer. The Board will not reimburse any expenses of those submitting proposals.



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Public Opening Time & Date

All proposals will be opened in public and displayed at 9:00 AM on April 8, 2021 at 24929 S. Center Street, Channahon, IL 60410 via open public meeting.

Proposal Acceptance Notification

Valid proposals shall be reviewed and evaluated by Fire District officials, with subsequent consideration and selection by the District's Board of Trustees.

The Fire Chief will provide timely written notice of the Board's decision to selected firms offering the Board's intent to interview firms at a later date, time, and location, if applicable.



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***NOTICE OF PUBLICATION
IN ENGLISH LANGUAGE NEWSPAPER OF GENERAL CIRCULATION
AND ON DISTRICT WEBSITE***

PUBLIC NOTICE

The Channahon Fire Protection District is seeking Request for Proposals for professional contractual firefighter/paramedics:

The Board of Trustees of the Channahon Fire Protection District (District) is requesting proposals from qualified firms to provide 3 professional contract firefighter/paramedics for 24 hour shifts, 7 days per week, 365 days per year, with a beginning service date of September 1, 2021. Note that the number of firefighter/paramedics needed may change in accordance with the District's staffing needs. Bid packages with specifications can be picked up at the Channahon Fire Protection District's headquarters fire station during regular business hours, or on the District's website at www.channahonfire.com.

To be considered, proposals shall be received by the District no later than 3:00 PM CDT on April 7, 2021, at the headquarters fire station located at 24929 S. Center Street; Channahon, Illinois 60410. Late proposals will not be accepted under any circumstances.

All proposals will be opened in public and displayed at 9:00 AM CDT on April 8, 2021 at 24929 S. Center Street, Channahon, IL 60410 via open public meeting.

The District reserves the right to reject any or all proposals after opening and is not required to accept a document that does not meet its established specifications, terms of delivery, quality, and serviceability requirements.