

# Town of Huachuca City, Arizona



## **Request for Proposals Emergency Medical and Fire Protection Services**

**Submission Deadline**  
**4:00 P.M. Local Time**  
**April 14, 2025**

**Proposals may be submitted to:**  
**Town Clerk's Office**  
**Town of Huachuca City, Arizona**  
**500 N. Gonzales Blvd.**  
**Huachuca City, Arizona 85616**  
**Phone No. (520) 456-1354**  
**May also be submitted via email to:**  
**[Bthorpe2@huachucacityaz.gov](mailto:Bthorpe2@huachucacityaz.gov)**

## **PUBLIC NOTICE**

Notice is hereby given that the Town of Huachuca City, Arizona, will receive proposals for FIRE PROTECTION, EMERGENCY MEDICAL AND FIRE PREVENTION SERVICES from March 19<sup>th</sup>, 2025 until 4:00 P.M., local time, April 14, 2025, when they will be opened by the Town.

All proposals must be submitted to: Town Clerk, Town of Huachuca City, 500 N. Gonzales Blvd., Huachuca City, Arizona 85616, or hand delivered to the Town Clerk's Office at the same address or emailed to the Town Clerk at: [bthorpe2@huachucacityaz.gov](mailto:bthorpe2@huachucacityaz.gov). All proposals shall be clearly marked "FIRE PROTECTION, EMERGENCY MEDICAL AND FIRE PREVENTION SERVICES PROPOSAL FOR THE TOWN OF HUACHUCA CITY" on the lower left hand of the sealed envelope, or in the subject line of the email.

The Town is not responsible for internet technology difficulties, or the pre-opening of, post opening of, or the failure to open a proposal not properly addressed, submitted or identified. After the submittal deadline, all proposals should be considered public records under Arizona law, subject to public inspection.

The full Scope of Work may be obtained from the Town, at the physical or email addresses above.

The Town will review and consider any and all properly submitted proposals.

# **Request for Proposals (RFP) for Fire Protection, Emergency Medical and Fire Prevention Services for the Town of Huachuca City, Arizona**

## **1. Summary Statement of Work**

1.1 The Town of Huachuca City, Arizona (Town) is soliciting proposals from qualified agencies to provide Fire Protection, Emergency Medical and Fire Prevention Services to the community. The Town is interested in exploring all viable proposals for these services. Such proposals should meet NFPA standards and provide high-quality public safety services while also addressing concerns of ability to pay, cost containment, and regional cooperation, as well as any direct or hidden costs to residents for Emergency Medical and Fire Prevention Services.

1.2 The Town is anticipating the award of the contract in early May with the expectation that services will begin on July 1<sup>st</sup>, 2025.

## **2. Background**

2.1 The Town of Huachuca City has a land area of approximately 2.8 sq miles and a population of approximately 1624 people. There are six apartment complexes, two of which are multi-level, two small mobile home parks, and one small RV park. There are approximately 16 storefront businesses. The Town has a commercial sector of mainly retail trade. This information is provided for background purposes only; each proposer must verify whatever information it deems important before submitting a proposal to perform the requested scope of work.

2.2 Fire Protection, Emergency Medical and Fire Prevention Services are currently being provided by Fry Fire District through an intergovernmental agreement (IGA) at a cost of \$443,000 per year. The current IGA is available for review at the Town Clerk's Office at 500 N. Gonzales Blvd., Huachuca City, AZ 85616.

2.3 In the 12-month period ending in December 24, there were approximately 119 fire calls--which includes snake removals, mutual aid, lift assists, brush/structure fires, etc.—and 494 Emergency Medical Service calls. A more detailed/comprehensive call report is available upon request.

2.4 Fry Fire District currently holds the Certificate of Necessity for ambulance transportation in the Town.

## **3. General Information and Instructions to Proposers**

3.1 The Town Clerk will maintain the original documents, related terms and conditions,

and all other attachments, in an archival copy.

**3.2 The planned schedule for this RFP is:**

- March 20                      Issue the RFP
- March 31                      Questions/Inquires due by 10:00 AM
- April 14                        Proposals received by 4:00 PM in the Town Clerk's Office.
- On or after April 24        Potential Presentations/ Council selects winning bidder
- On or after April 24        Winning bidder notified
- July 1                          Services start

3.3 It is the proposers' responsibility to fully understand the RFP, contract, any associated documents, and any responses to inquiries made to the proper official of the Town. The proposers should study the materials, ask questions of the appropriate Town Officials, and consult such experts as they may deem necessary to assist in gaining such understanding. The Town reserves the right to disqualify any proposer who demonstrates less than such understanding. Further, the Town reserves the right to determine, at its sole discretion, whether the proposer has demonstrated such understanding. Related to this, the Town reserves the right to cancellation of award, if award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to the Town.

3.4 All information and responses to questions made by the Town are offered in good faith. Individual items are subject to change at any time. The Town is not responsible or liable for any use of information, or for any claims attempted to be asserted there from.

3.5 Questions will be submitted in writing to the specified Town Official in charge of managing this RFP.

3.6 The Officials in charge of interfacing with Proposers are the Town Clerk, Brandye Thorpe and Town Manager Suzanne Harvey. Their contact information is as follows:

Town of Huachuca City

Town Clerk, Brandye Thorpe  
500 N. Gonzales Blvd  
Huachuca City, AZ 85616  
520-456-1354 Work  
520-456-2230 Fax  
[bthorpe2@huachucacityaz.gov](mailto:bthorpe2@huachucacityaz.gov)

Town Manager, Suzanne Harvey  
500 N. Gonzales Blvd  
Huachuca City, AZ 85616  
520-456-1354  
[sharvey@huachucacityaz.gov](mailto:sharvey@huachucacityaz.gov)

3.7 Once this RFP has been issued, the proposers not to contact any other Town employees/officials concerning the RFP. Any such contact may result in disqualification. Collusion of the proposer with other proposers or employees thereof, or with any employee or Official of the Town is prohibited and may result in disqualification or cancellation of any award of contract made under this RFP.

3.8 All questions, communications and inquiries concerning this RFP shall be in writing. Proposers may bring to the Town's attention what they feel are errors, omissions, discrepancies, or any other matters which they feel could use clarification. These must be submitted in writing. Hand delivered, e-mail and facsimile are acceptable, however email is preferred. The Town reserves the right to accept and incorporate any suggestions as the Town may see fit.

3.9 The Town will make a good faith effort to respond to all written documents with a written response within three (3) business days. All responses will be communicated through email.

3.10 The Town will not respond to any request for information or clarification concerning this RFP, which is received after 10:00 AM March 31, 2025.

3.11 Proposers may submit supplemental information to clarify their proposal. Any such supplemental information shall clearly state it is supplemental and shall clearly indicate what is being supplemented. The Town at its sole discretion may accept the information or reject the information. If the supplemental information is accepted and if used as a basis for award of the RFP, such information may be incorporated into the Contract.

3.12 Proposer's response to this RFP may not be modified after the closing date and time. A Town Official may contact any proposer to seek clarification on the response to the RFP submitted by that proposer.

3.13 Submittal in response to the RFP must be properly signed and, where required, initialed by an authorized representative of the proposer. Failure to provide signatures and/or initialing may be grounds for disqualification.

3.14 Proposals must be received: by the Town Clerk, at 500 N. Gonzales Blvd., Huachuca City, AZ 85616, or [Bthorpe2@huachucacityaz.gov](mailto:Bthorpe2@huachucacityaz.gov), prior to 4:00 P.M. on April 14, 2025. The Town shall not accept proposals received by Fax. The Town shall at or before the specified time accept all proposals that are properly presented. The Town will allow interested parties to be present at the closing time for accepting proposals. The Town Clerk will open and record the names of all proposers. The Town will make no immediate decision and there will be no disclosure of any information, beyond the name of the proposers, until after the formal notice of award and execution of any contract resulting from this RFP. Proposers may be given an opportunity to present their proposal at a Public Meeting of the Town Council, tentatively scheduled for 6:00 PM, April 24, 2025. However, this opportunity is not guaranteed.

3.15 Any proposals received after 4:00 pm on April 14, 2025, by the Town will not be opened, will be rejected, and will not be considered by the Town in award of this RFP.

3.16 The Town reserves the right to retain or dispose of all proposals submitted in response to this RFP.

3.17 Proposals must be submitted in a sealed envelope or via email with the following information clearly marked on the outside of the sealed envelope or in the email subject line:

**“Fire Protection, Emergency Medical and Fire Prevention Services for the Town of Huachuca City.”**

3.18 The Town of Huachuca City shall not be liable in any manner or to any extent for any cost or expense incurred by any proposer in the preparation, submission, presentation, or any other action connected with responding to this RFP.

3.19 Proposers who submit via mail or hand delivery are to submit **three (3) identical copies** in a single sealed envelope. If multiple proposals are submitted (up to 2 per proposer) three copies of each proposal must be submitted and should be numbered Proposal 1 and Proposal 2. The two different proposals may be submitted in one envelope or in separate envelopes. Each envelope must be marked in accordance with paragraph 3.17.

3.20 Proposals shall be valid for a period of at least ninety (90) days after 4:00 PM. April 14, 2025, to permit evaluation, consideration, award, and contract execution of the proposals.

3.21 The Town reserves the right to terminate this RFP process at any time up to the time of contract signing, without prior notice and without liability of any kind or amount. Additionally, the Town reserves the right to commence at any time a RFP process seeking the same or similar services.

3.22 The Town may accept or reject any proposal, in part or in its entirety, if the Town determines in its sole discretion that such proposal contains errors, omissions, or other problematic information. The Town may decide upon the materiality of such errors, omissions, or other problematic information.

3.23 The Town reserves the right to review the proposer’s capability to deliver the services presented in the RFP. The Town may use information submitted by the proposer and such other relevant information the Town may obtain. The Town retains the sole right to make the decision on the proposer’s capability.

3.24 The Town shall evaluate each response to this RFP based upon the information provided in the proposal, other relevant information the Town may acquire concerning the proposal, the ability of the Town to use the methods proposed to satisfy the Town’s needs,

the format used, pricing, and the advantages to the Town of the proposal. The Town is under no obligation to select as most advantageous to the Town the lowest-priced proposal. The Town shall at a minimum consider: the ability of the proposer to furnish the services in the most advantageous manner to the Town; the demonstrated ability of the proposer to deliver the services based upon actual delivery in other communities; the ability of the proposer to demonstrate the stability to perform during the proposed term of the contract; the cost of performing the services; the ability of the proposer to begin the services by July 1, 2025; and other pertinent information concerning the capabilities of the proposer. The Town shall evaluate responsive proposals and assign a numeric value to each category, with the maximum value of each category being:

The ability of the proposer to furnish the highest quality services in <u>the most advantageous manner</u> to the Town. Both the quality/quantity of services will be considered in relation to the cost.	15
The demonstrated ability of the proposer to deliver the services based upon actual delivery in other communities or prior experience with the Town of Huachuca City.	10
Demonstrative reliability, professionalism, and fiscal responsibility of the proposer.	10
The cost to the Town.	10
The ability of the proposer to begin the services by the deadline.	10
Potential direct and hidden costs to town residents for EMS/Fire Services.	15
Other pertinent information concerning the capabilities of the proposer. Awards, manning, engine bosses, etc.	10
Additional efficiencies or services that will be provided to the town or that will improve the quality of current services.	10
Approach to providing the requested scope of services. Includes an understanding of the RFP and of the scope of services, knowledge of applicable laws and regulations related to the scope of services	10

3.25 The Town reserves the right to communicate with proposers during the evaluation process to clarify information submitted in their proposal(s).

3.26 The Town reserves the right to clarify any information in any responsive proposal, including clarifying details; resolving minor differences and errors; receiving assurances from the proposers; and other minor details.

3.27 After the award and execution of the contract resulting from this RFP, the proposals become a matter of public record and are available for review during Town's regular business hours.

3.28 In the event of any conflict between any documents involved in the RFP process, the order of precedent shall be: Contract, RFP, and written response to comments and suggestions by the Town, and the response to the RFP by the proposer.

3.29 The successful Proposer will be required to execute a contract with the Town according to its standard terms and conditions, a copy of which are available from the Town upon request.

#### **4. Scope of Work, Requirements, Pricing, Miscellaneous**

4.1 This section identifies specific requirements that must be met by the proposers in their response to the RFP. Unless specifically indicated otherwise in writing, the proposer is providing assurance to the Town that the proposer can provide the service as indicated. If the proposer cannot offer the service, the proposer must specifically state it cannot provide the service, and the proposer must indicate how it would contemplate the service would be delivered by another party.

The Town is seeking a capable entity to provide comprehensive fire and emergency medical services. The selected agency will be expected to provide a full array of fire, emergency medical, and other emergency and non-emergency services. Such services may include:

- Fire suppression
- Vehicle and technical rescue
- Hazmat response
- Emergency medical non-transport response (ALS and BLS)
- Training and personnel development
- Fire Prevention to include: code enforcement, plans review, inspections, investigation, and public education
- fleet management of Town owned fire vehicles
- Incident command in emergencies
- Community engagement activities and participation in Town events.

Proposals should articulate the proposer's ability to meet the general responsibilities for delivering fire and emergency response services and to provide such services in a manner that delivers these services in accordance with National Fire Protection Association Standards. Proposers should also include current standards such as ISO rating, average response time



statistics, current fee schedule, and a copy of their most recent audit as well as any other documentation that demonstrates the proposer's fiscal stability and/or level of proficiency.

## **5. PROPOSAL FORMAT GUIDELINES**

5.1 Interested agencies will provide a thorough proposal using the following guidelines: Proposal should be typed and should contain no more than 20 pages. Proposal should be straightforward, concise and provide "layman" explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer. Proposals, which appear unrealistic in terms of technical commitments, lack of technical competence or are indicative of failure to comprehend the complexity and risk of this RFP and any awarded contract, may be rejected.

5.2 The following proposal sections are to be included in the Proposer's response:

- A cover letter, not to exceed three pages in length, should summarize key elements of the proposal. An individual authorized to bind the entity must sign the letter. The letter must stipulate that the proposal price will be valid for a period of at least 90 days.

- Background and Project Summary Section – this should describe your understanding of the Town, the work to be done, and the objectives to be accomplished. Refer to Scope of Work of this RFP.

- Methodology Section - Provide a detailed description of the approach and methodology to be used to accomplish the Scope of Work of this RFP. Detailed description of efforts the entity will undertake to achieve client satisfaction and to satisfy the requirements of the "Scope of Work" section.

- Operational Effectiveness - Detailed description of how your proposal will maximize efficient, cost-effective operations and will meet or exceed current performance standards and/or capabilities.

- A proposed project schedule, identifying all tasks and deliverables to be performed, overall time of completion and transition plan.

- Detailed description of specific tasks you would require from Town staff. Explain what the respective roles of Town staff and your staff would be to complete the tasks specified in the Scope of Work.

- Any additional information that demonstrates your ability to provide the services requested or that would bring added value to the Town beyond those requested, i.e. programs that benefit the residents such as lockbox programs, grant-writing, smoke detector programs, etc.

## **6. ADDITIONAL PROPOSAL INFORMATION**

6.1 Proposers are encouraged to provide additional innovative and/or creative approaches for providing the service that will maximize efficient, cost-effective operations and will meet or exceed national performance standards. In addition, the Town will consider proposals that offer alternative service delivery means and methods for the services desired.

6.2 Proposers are encouraged (but not required) to submit up to two separate proposals under this RFP. Specifically:

- A proposal for 24/7 or peak hour Emergency Medical and Fire Suppression coverage from the Town's Fire Station located at 502 N. Gonzales Blvd. Such a proposal will outline staffing, estimated response times and day/times of staffing at this location as well as an explanation of how such services will be provided at times that the station located at 502 N. Gonzales is not staffed.

- A proposal for 24/7 staffing.

All proposals should include an estimated, itemized cost breakdown for the proposed contracted amount wherever reasonably possible.

All proposals should delineate expected response times and staffing levels and address fire marshal/inspection services, fire prevention education, in addition to the emergency medical and fire suppression services. Community engagement is important, and the Town welcomes supplemental information on community engagement initiatives that the proposer would undertake such as participating in town events, being open to the public during business hours, contributing to our town newsletter, etc

6.3 Proposers are also requested to identify any Town owned facilities or property, including existing fire stations, apparatus and equipment which proposer would propose to use or lease, purchase, or rent from the Town in connection with the services to be performed, including information about the terms of any proposed lease, purchase or use of such apparatus, equipment and facilities, and how this proposed structure affects the overall cost proposal to the Town. A list of apparatus available for use by the proposer may be requested from the Town Manager or Town Clerk.

## **7. PRICING PROPOSAL**

All options identified and priced should include the service option cost, facilities and equipment available or needed. All options should include specific staffing information articulating qualifications and number of staff available as well as the location from which they will respond. Options should include an estimated range of response time for each situation.

## **8. Miscellaneous Information**

8.1 The proposer may attach supplemental sheets which provide additional information that the proposer feels may enhance their proposal. The Town may consider the information provided at the Town's sole discretion. Any such information shall be on separate pages with a heading indicating "Miscellaneous Information under Section 8 of the RFP for Fire Protection, Emergency Medical and Fire Prevention Services".

8.2 Proposer Information required.

Company name \_\_\_\_\_  
Company Address \_\_\_\_\_  
Name of Contact person for questions of information concerning this RFP \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Cell Number \_\_\_\_\_  
FAX Number \_\_\_\_\_  
E-mail \_\_\_\_\_

8.3 List any pending bankruptcies, legal actions or financial debarments filed by other Governmental Agencies, include any breach of contract actions by Governmental Agencies.

8.4 The attached Certification of Proposal must be attached to the returned proposal. This document attests to the proposer's awareness and agreement to the content of this RFP and all accompanying provisions.

8.5. All proposers will include a fee schedule that outlines any fees that would be levied on individual residents or businesses for EMS/Fire Services, i.e. Ambulance Transport fees, building inspection fees, Emergency Medical Response Fees. Please note that the potential financial burden on residents and businesses located within the Town limits will be considered when making a selection and awarding a contract.

8.6 Proposer is required to be aware of, familiar with, and comply with all Federal, State, County, and Town laws, Ordinances, Regulations, Rules, and Policies which may relate to this RFP.

## Certification of Proposal

This Proposal is submitted in response to the Request for Proposal for Fire Protection, Emergency Medical and Fire Prevention Services issued by the Town of Huachuca City, Arizona.

The undersigned is a duly authorized Officer of the Proposer and hereby certifies and agrees that Proposer agrees to be bound by the content of the RFP and agrees to comply with its terms, conditions, and provisions in the event of an award. The proposal shall remain in effect for a period of not less than 90 days from the deadline for Proposals to be received in the Town Clerk's Office.

The undersigned certifies that to the best of his/her knowledge:

\_\_\_\_\_ there is no officer or employee of the Town of Huachuca City who has, or whose relative has, any substantial interest in any contract that may be awarded pursuant to this RFP.

\_\_\_\_\_ The names of any and all public officers or employees of the Town of Huachuca City who have, or whose relatives have a substantial interest in any contract award subsequent to this RFP are identified by name as part of this submittal. Specify on bottom of this form the name(s).

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone Number \_\_\_\_\_

Organization \_\_\_\_\_