

## *Fire District No. 3*

TOWNSHIP OF HANOVER, COUNTY OF MORRIS

**AUGUST 20, 2020**

### **RESOLUTION AUTHORIZING ADVERTISEMENT FOR BIDS FOR THIRD-PARTY EMERGENCY MEDICAL SERVICES BILLING SERVICES**

#### **RESOLUTION 20-08-20-82**

**WHEREAS**, the Commissioners of Fire District No. 3, Township of Hanover, County of Morris, have approved the RFP for and have determined that they will advertise for sealed bids for **THIRD-PARTY EMERGENCY MEDICAL SERVICES BILLING SERVICES**

**NOW, THEREFORE, BE IT RESOLVED** by the Commissioners of Fire District No. 3, Township of Hanover, County of Morris, as follows:

- (1) The Request For Proposals (RFP) is hereby approved
- (2) Bids to be submitted shall fully comply with the RFP.
- (3) The Commissioners shall advertise for the receipt of sealed bids for the above-named purpose or project, as attached hereto.
- (4) Each bid shall be submitted as a written proposal in the manner designated in the instructions to bidders and the RFP and shall be signed by the bidder. The bid shall be enclosed in a sealed envelope bearing the name and address of the bidder on the outside, specifically denoting **THIRD-PARTY EMERGENCY MEDICAL SERVICES BILLING SERVICES** on said envelope and addressed to Board of Fire Commissioners of Fire District No. 3, PO Box 511, 82 Ridgedale Avenue, PO Box 511, Cedar Knolls, NJ 07927.
- (5) Bidders will be furnished with a copy of the Contract Documents, and RFP at the office of the Hanover Township Fire District No. 3 at 82 Ridgedale Avenue, Cedar Knolls, New Jersey, 07927, (973-267-5659 Ext. 118)
- (6) Sealed bids shall be called for and shall be received, opened and read in public at the Fire Commissioners meeting room at the Cedar Knolls Fire Station, 82 Ridgedale Avenue, Cedar Knolls, NJ 07927, at **11:00 A.M. on Thursday**,

**September 10, 2020.**

- (7) Each sealed bid shall be hand-delivered to, or mailed in time to be received by, Commissioner Thomas A. Quirk, Jr., Secretary, or to another other designated representative of the Commissioners who will be present at the opening of said bids at the time and place stated for the receipt of sealed bids. **NO BID SHALL BE DELIVERED OR ACCEPTED AFTER THE DATE OR HOUR AS DESIGNATED IN THIS PUBLIC NOTICE.**
- (8) The bid quote shall be net to the Commissioners and shall be excluded from any State and Federal taxes.
- (9) The contract will be awarded to the lowest, qualified, responsible bidder. The Commissioners reserve the right to reject any and all bids. The Commissioners reserve the right to waive any insubstantial irregularities in any bid.
- (10) A non-collusion affidavit in the usual form will be supplied with the RFP. It shall be executed by the person or corporate officers submitting the bid. Said affidavit must be properly notarized. A non-collusion affidavit must accompany each bid. **THIS REQUIREMENT WILL NOT BE WAIVED.**
- (11) An owner's list in accordance with P.L. 1977, Ch. 33, approved March 8, 1977, will also be supplied with the RFP in the usual form. It shall be completed by the person or corporate officers submitting the bid. Said owner's list must accompany each bid. **THIS REQUIREMENT WILL NOT BE WAIVED.**
- (12) Bidders are required to comply with the applicable statutory requirements and regulations adopted pursuant thereto, including but not limited to P.L. 1975, Ch. 127; P.L. 1977, Ch. 33; P.L. 1963, Ch. 150; and P.L. 1933, Ch. 277, including all amendments thereto.
- (13) No bidder may withdraw their proposal for a period of 60 days after the opening of bids; all proposals being binding upon all bidders for said 60-day period.
- (14) Bidders shall be required to submit with the bid the appropriate business registration certificate and public works registration certificate.

It is hereby certified that this resolution is adopted by the Board of Fire Commissioners on this **20<sup>th</sup>** day of **August, 2020**

**Thomas A. Quirk, Jr., Secretary**

## *Fire District No. 3*

TOWNSHIP OF HANOVER, COUNTY OF MORRIS

### **NOTICE TO BIDDERS**

**NOTICE** is hereby given that sealed bids for the **THIRD-PARTY EMERGENCY MEDICAL SERVICES BILLING SERVICES** for the will be received at **THE FIRE COMMISSIONERS MEETING ROOM, 82 RIDGEDALE AVENUE, CEDAR KNOLLS, NEW JERSEY, 07927, THURSDAY, SEPTEMBER 10, 2020 at 11:00 A.M.** prevailing time.

The work generally consists of all aspects of performing Emergency Medical Services Billing Services for the Fire District, including but not limited to patient care billing, coordination of billing with insurance providers and coordination of billing with Medicare and Medicaid or similar governmental insurance providers. The Request For Proposal has been filed with the Board of Fire Commissioners of District Number 3 in the Township of Hanover, County of Morris, State of New Jersey and may be inspected by prospective bidders at that office during business hours, Monday through Friday, 8:00 A.M. through 5:00 P.M. Bidders will be furnished with a copy of the Contract Documents, Plans, and RFP at the office of the Hanover Township Fire District No. 3 at their offices at 82 Ridgedale Avenue, Cedar Knolls, New Jersey, 07927, (973-267-5659) on proper notice.

Bidders are notified that they must comply with the New Jersey Prevailing Wage Act (Chapter 150 of the Laws of 1963, as amended) where applicable, and that award will not be made to any bidder whom the Commissioner of Labor and Industry does not certify.

Proposals shall be submitted on the forms provided, in the manner designated therein and required by the Request for Proposals. They must be enclosed in sealed envelopes, bearing the name and address of the bidder and the name of the project on the outside, addressed to the Hanover Township Fire District No. 3. A Non-Collusion Affidavit and a Record of Recent Contract Awards must also accompany the proposal on the forms provided.

**PROPOSAL FORMS SHALL NOT BE REMOVED FROM THE FORM OF PROPOSAL. PROPOSALS MUST BE MADE UPON THE BLANK FORMS PROVIDED AND SUBMITTED IN PACKET WHICH SHALL BE LEFT WHOLE AND INTACT IN EVERY RESPECT.**

Bidders are required to comply with the requirements of P.L. 1975 Chapter 127 for an affirmative action program for equal employment opportunity. If awarded a contract, your company/firm will be required to comply with the requirements of P.L. 1975 C. 127 (NJAC 17:27). Bidders must also comply with the requirements of P.L. 1977, Chapter 33 amending the Local Public Contracts Law. Bidders must submit a statement setting forth the names and addresses of all the stockholders in the corporation or members of the partnership who own ten percent (10%) or more of its stock, or have a ten percent (10%) or greater interest in the case of partnership. No bid may be withdrawn for sixty (60) days after the opening of bids. A Contract will be awarded to the lowest responsible bidder or all proposals will be rejected within sixty (60) days after the opening of bids. The

Hanover Township Fire District No. 3 reserves the right to reject all bids, to reject unbalanced bids, and to waive any informality in any bid.

**Thomas A. Quirk Jr., Secretary**

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TOWNSHIP OF HANOVER, COUNTY OF MORRIS

## Certification

I, Thomas A. Quirk, Jr., Secretary of the Board of Fire Commissioners of Fire District No. 3, Township of Hanover, County of Morris, State of New Jersey, hereby certify that the Commissioners at a meeting held on the 20<sup>th</sup> day of **August, 2020** duly adopted the attached resolution;

### **20-08-20-82 RESOLUTION AUTHORIZING PUBLICATION REQUESTING BIDS FOR THIRD-PARTY EMERGENCY MEDICAL SERVICES BILLING SERVICES**

This resolution was introduced by Commissioner:

Callas    Dugan    Dugan, Jr.    Quirk    O'Hare

and was seconded by Commissioner

Callas    Dugan    Dugan, Jr.    Quirk    O'Hare

## Record of the Vote

	Callas	Dugan	Dugan, Jr.	Quirk	O'Hare
<b>Yes</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>No</b>					
<b>Abstain</b>					
<b>Absent</b>					

**Thomas A. Quirk, Jr., Secretary**