

## **Purchasing Ambulances from and / or Developing Contracts**

**February 2011**

- Consider a mandatory pre-bid conference to provide an overview of the project requirements and answer any questions about the bid package. Any changes or additional information provided from this conference should be issued in a written, dated addendum to the solicitation.
- Make sure all exceptions are clearly listed in the contract.
- If riding a contract from another locality, obtain all documentation related to the contract for chassis and patient compartment specifications and review thoroughly to make sure they fit your needs. Review specifications from more than one locality.
- Contract should include all manuals, diagrams, drawings, schematics and touch up paint to be delivered with vehicle.
- The contract should be for one year that may be extended at the agencies option for five additional one-year periods. The decision as to whether to exercise any renewal option should be made by the buyer approximately four to six months in advance of the expiration date of the current term.
- Contract should include a paragraph such as: Price Adjustments- During the term of the contract, Owner in its discretion may allow or deny a request for an increase based upon the documentation submitted by the Contractor.
- Contract should include three visits:
  1. First is pre-construction visit to view facilities and see how the units are built and review and sign off on final specifications and drawings.
  2. Second visit is mid-construction to see the box mounted on chassis and before the interior of the box is closed up to allow for inspection of welds, insulation as well as wiring and other connections.
  3. Third visit is for final inspection for any corrections that can be corrected at the facility. Make sure that every component and system operates as designed.
- Recommend dealing with a single vendor for entire purchase, chassis and module.
- Agency should apply for Fleet Identification Number (FIN) from OEM chassis manufacturer in order to obtain fleet discounts from OEM Chassis manufacturer.

## **Links for Fleet Identification Numbers**

**Ford** <https://www.fleet.ford.com/register/FINRegistrationForm.asp>

**Dodge** <https://www.fleet.chrysler.com/fleetcda/portal?pageid=32587cb7c42ca210VgnVCM100000e9261c35RCRD&sectionid=08e5cce1be7f5110VgnVCM10000091f4e735RCRD&ptitle=Eligibility%20and%20Enrollment#>

**GM** <http://gmfleet.com>

- Any changes agreed upon at any time during the process should be put in writing, dated and signed off on by both parties.
- Make sure warranty procedures are clearly defined. There may be different warranties for the chassis, box, electrical, structural, etc. Does remounting carry over the warranty on any of the above?
- Should dealer go out of business, who provides warranty service? Warranty should be from manufacturer with service from ambulance dealer.
- The Contract or Purchase Agreement should require;
  - Valid Virginia State Inspection before accepting.
  - Vehicle meets current KKK, NFPA or equivalent specifications.
  - Vehicle meets current Virginia Office of Emergency Medical Services regulatory requirements, including gross weight requirements.
  - Original Certificate of Origin should be provided with chassis.
- During the final factory inspection all discrepancies should be documented in written and signed off on by both parties.
- Final Inspection and Acceptance should be made at delivery destination.
  - All discrepancies should be corrected prior to delivery, acceptance and final payment.
- Dealer should assume responsibility for delivery of ambulance(s).
- Remember, you are in charge of the contract, not the dealer.