

1. Award of Bid: Paramedic education and services – IFB 41-0-2024 – Fire Rescue Department (EMETSEEI Institute, Inc. - \$47,110); and approval to issue a purchase order to Eastern Florida State College to attend Paramedic school (\$161,106); and allocation from the Undesignated Fund Balance for twenty-nine (29) Firefighters to attend Paramedic school (\$91,500 for the remainder of Fiscal Year 2024).
(AGENDA REVISION)



LEGISLATIVE MEMORANDUM

TO:	Honorable Mayor and Members of the City Council
FROM:	Suzanne Sherman, City Manager
THRU:	Richard E. Stover, Fire Chief
DATE:	May 16, 2024
RE:	Award of IFB 41-0-2024 Paramedic Education and Services to EMETSEEI Institute, Inc for an amount of \$47,110, approval to issue a purchase order to EFSC (Eastern Florida State College) to attend Paramedic school for an amount of \$161,106, and allocation of \$91,500 from undesignated fund balance for FY 24 portion of the costs.

SUMMARY:

Background

With the growing number of citizens and visitors in the city of Palm Bay, the calls generated for emergency medical services rises each year. The Fire Rescue department needs to be able to respond to these escalating needs by offering a higher level of training and education to its members. Currently every member of Palm Bay Fire Rescue is a certified Emergency Medical Technician. This level of training only provides a Basic Life Support service to our citizens. Currently the number of Advanced Life Support providers, or state licensed Paramedics, is less than half of our members. As the department grows and expands, and as firefighters retire, that ratio will become dangerously insufficient. Thus, annual paramedic training is a critical need in order for Palm Bay Fire Rescue to continue quality and safe advanced emergency care.

Procurement Process

On April 23, 2024, the City of Palm Bay solicited for Paramedic Education and Services pursuant to Section 38.13(A)(1) of the City Code of Ordinances. The solicitation was advertised for fourteen (14) calendar days. On May 7, 2024, the City received one (1) bid submittal from EMETSEEI Institute, Inc. The Procurement Department staff reviewed the bid for responsiveness and the bid was deemed responsive. The Fire Department reviewed for responsibility, and the Bidder was deemed responsible.

Honorable Mayor and Members of the City Council

Legislative Memorandum

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Pursuant to Section 38.07(B)(20) of the City Code of Ordinances; Services provided by institutions of higher learning, not-for-profit organizations, non-profit organizations, state sponsored institutions, and other governmental and public agencies; The services provided by EFSC (Eastern Florida State College) are exempt from the competitive solicitation process.

Staff is requesting the award of IFB 41-0-2024 Paramedic Education and Services to EMETSEEI Institute, Inc for an amount of \$47,110, and approval to issue a purchase order to EFSC (Eastern Florida State College) to attend Paramedic school for an amount of \$161,106.

We are requesting \$91,500 in FY24 to send twenty-nine (29) employees to earn their credit hours and graduate as certified Paramedics the following fiscal year (FY25). The funding that is needed for FY25 will be approximately \$66,200. This is in addition to the funding (\$50,000) allocated each year to sponsor 7 staff members to Paramedic classes. In FY25 we are expecting to utilize the \$50,000 to partially fund the attendees.

Eastern Florida Cost Breakdown (per student): \$7,323

Tuition: \$4,368 (FY24: \$1,456, FY25: \$2,912)

Lab Fees: \$1,311 (FY24: \$242, FY25: \$1,042)

Incidentals (Books, exam fee): \$1,644 (FY24: \$1,644)

Twenty-two students will attend this program.

FY24: \$73,524

FY25: \$86,988

EMETS Paramedic School Cost Breakdown (per student): \$6,730

Tuition (Includes lab fees, books, etc.): \$6,350.

Exams & Certifications: \$380.

A deposit in the amount of 38% (\$2,560) is due in FY24. In FY25 eight (8) monthly payments of \$521 are due.

Seven (7) students will attend this program.

FY24: \$17,920

FY25: \$29,176

REQUESTING DEPARTMENTS:

Fire Rescue Department

FISCAL IMPACT:

A budget amendment will be submitted to Finance upon approval requesting the use of Undesignated Fund Balance in the amount of \$91,500 for FY24. Funding will be requested as part of the FY 25 budget process to cover the balance of \$116,164 for the program.

STAFF RECOMMENDATION:

Motion to 1) approve award of IFB 41-0-2024 Paramedic Education and Services to EMETSEEI Institute, Inc for an amount of \$47,110.00, and approval to issue a purchase order to EFSC (Eastern Florida State College) to attend Paramedic school for an amount of \$161,106; and 2) approve a budget amendment for twenty-nine firefighters to attend Paramedic school in the amount of approximately \$91,500 for FY24

ATTACHMENTS:

1. Bid Tabulation Sheet
2. Paramedic School Expense (EFSC)



BID TABULATION SHEET: AWARD RECOMMENDATION

41-0-2024/SZ

Paramedic Education and Services

Posting Date: May 9, 2024

Susan Ziegler, Procurement Agent III

Vendor	Cost Per Student
EMETSEEI Institute, Inc.	\$6,730.00

NOTICE OF CONSIDERATION TO AWARD

The City of Palm Bay, Florida during the Regular Council Meeting on May 16, 2024, at 6:00 P.M., located at City Hall Council Chambers will consider awarding the following:

EMETSEEI Institute, Inc. - \$6,730.00

Disclaimer:

- ❖ The above abstract of the bid amounts of the received Bids are made available for information only.
- ❖ The City of Palm Bay has a pending review of the Qualifications of Bidders and the received bid documentation, prior to making a determination of the lowest, responsive responsible Bidder.
- ❖ The City of Palm Bay shall have no liability to any successful bidder unless and until the City executes a contract with such bidder.

EFSC (Eastern Florida State College)

3865 Wickham Rd. Melbourne, FL. 32935 (321)632-1111

Paramedic Program for Palm Bay Fire Rescue (But NOT exclusive)

- Class cannot begin until August 2024
- Class size is TBD based on our needs at the time of enrollment. Class sizes are capped at 44. Enrollment will NOT be exclusive to PBFR. EFSC could not guarantee slots for all 29 interested members, as they reserve seats for other fire departments across Brevard.
- Class time counts towards college credits.
- The class term is 1 year.
- 10% of Field Clinicals can be completed at Palm Bay Fire Rescue.
- All other field clinicals are completed in locations throughout Brevard.
- Class meets 2 days a week, 8 hours each day. (Monday or Tuesday and Wednesday or Thursday) Course is shift friendly.
- No online coursework available. (Hybrid)
- Program is CoAEMSP Accredited
- Total cost of program = \$7320
 - o Includes Tuition, Lab fees, Books, Uniforms, Physicals, Liability Insurance, *Graduation Fees, Parking Permit, Background Checks and Fingerprinting, and Application Fees (EFSC, PSI, and Certificate) *Exclusive to EFSC**