



**Purchasing Department  
City Hall, 73 Harlow Street  
Bangor, Maine 04401  
Tel. 207-992-4282**

**Request for Proposals  
Emergency Medical Billing  
Issue Date: September 20, 2016**

**Addendum No. 2**

A request to obtain copies of contracts for entities for whom the Fire Department provides billing services was received. The City's response is in Italics.

*The City of Bangor currently provides services to G & H, Mattawamkeag, Carmel, Downeast, Hampden, Indian Township, and Machias.*

*Attached are copies of contracts that have been retrieved to date. Providing services to these entities is not included within the scope of services being requested.*

*Submission deadline remains Wednesday, September 28, 2016 at 2:00 PM.*

All other terms, conditions and specifications remain the same.

Please acknowledge this addendum by signing the acknowledgement below and returning this page with your bid. If you have already submitted a bid and would like to make a change reflecting this addendum, you may request in writing your bid be returned to you.

The following Addendum(s) is/are hereby acknowledged:

**Addendum No. 1 – Issued September 20, 2016**

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Name (print or type)

\_\_\_\_\_  
Signature

## AGREEMENT

THIS AGREEMENT executed in duplicate this 30<sup>th</sup> day of November, 2009, by and between the CITY OF BANGOR, Maine and MATTAWAMKEAG FIRE DEPARTMENT of Mattawamkeag, Maine.

WHEREAS, Mattawamkeag Fire Department provides ambulance services to its customers; and

WHEREAS, the City of Bangor through its Fire Department has the capability of billing for ambulance services; and

WHEREAS, Mattawamkeag Fire Department desires that Bangor Fire Department bill Mattawamkeag Fire Department customers for ambulance services on behalf of Mattawamkeag Fire Department;

NOW, THEREFORE, it is agreed as follows:

### TERM

This agreement shall be for a term of six months. It may be terminated by either party for any reason upon thirty days written notice. At the expiration of the term, this Agreement may be extended by agreement of the parties for an additional term of six months under the same terms and conditions as set forth herein.

### RESPONSIBILITY OF BANGOR FIRE DEPARTMENT

The Bangor Fire Department shall bill each customer of Mattawamkeag Fire Department three times. Bangor Fire Department shall be responsible for the cost of forms, envelopes and postage.

### RESPONSIBILITY OF MATTAWAMKEAG FIRE DEPARTMENT

Mattawamkeag Fire Department shall purchase billing software from Sweet Soft for the use of Bangor Fire Department during the term of this Agreement. Upon the termination of this Agreement Bangor Fire Department shall return said billing software to Mattawamkeag Fire Department.

Mattawamkeag Fire Department shall be responsible providing to Bangor Fire Department correct information regarding its customers. Mattawamkeag Fire Department shall keep and hold harmless the City of Bangor and its employees from and against any and all claims, demands, suits, judgments, costs and expenses asserted by any person or persons by reason of Mattawamkeag Fire Departments' actions hereunder.

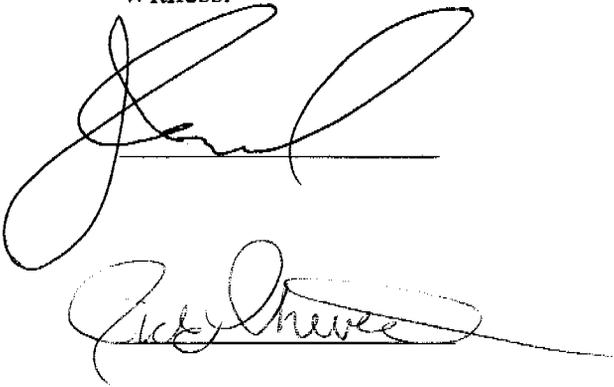
Mattawamkeag Fire Department shall be responsible for responding to customer inquiries.

PAYMENT

Mattawamkeag Fire Department shall pay to Bangor Fire Department the sum of fifteen dollars (\$15.00) for every ambulance run sheet submitted to Bangor Fire Department for billing.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year first written above.

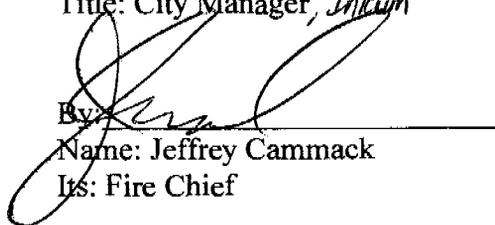
Witness:



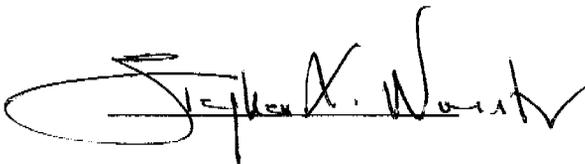
Two handwritten signatures are present. The first is a large, stylized signature, and the second is a signature that appears to read "Jeffrey Cammack".

CITY OF BANGOR

By:   
Name: ~~Edward A. Barrett~~ Robert L. Farrer  
Title: City Manager, *Interim*

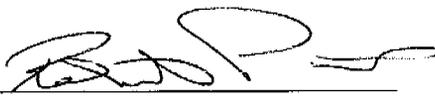
By:   
Name: Jeffrey Cammack  
Its: Fire Chief

Witness:



A handwritten signature that appears to read "Stephen K. W..."

MATTAWAMKEAG FIRE  
DEPARTMENT

By:   
Name: Robert Powers  
Its: Fire Chief

## AGREEMENT

THIS AGREEMENT executed in duplicate this seventh day of OCTOBER, 2002, by and between the BANGOR CITY FIRE DEPARTMENT of Bangor, Maine and CARMEL VOLUNTEER AMBULANCE of Carmel, Maine.

WHEREAS, Carmel Volunteer Ambulance provides ambulance service to its customers; and

WHEREAS, the Bangor City Fire Department has the capability of billing for ambulance service; and

WHEREAS, Carmel Volunteer Ambulance desires that Bangor City Fire Department bill Carmel Volunteer Ambulance customers for ambulance services on behalf of Carmel Volunteer Ambulance;

NOW, THEREFORE, it is agreed as follows:

### TERM

This agreement shall be for a term of six months. It may be terminated by either party for any reason upon thirty days written notice. At the expiration of the term, this Agreement may be extended by agreement of the parties for an additional term of six months under the same terms and conditions as set forth herein.

### RESPONSIBILITY OF BANGOR CITY FIRE DEPARTMENT

The Bangor City Fire Department shall bill each customer of Carmel Volunteer Ambulance three times. Bangor City Fire Department shall be responsible for the cost of forms, envelopes and postage.

### RESPONSIBILITY OF CARMEL VOLUNTEER AMBULANCE

Carmel Volunteer Ambulance shall purchase billing software from Sweet Soft for the use of Bangor City Fire Department during the term of this Agreement. Upon the termination of this Agreement Bangor City Fire Department shall return said billing software to Carmel Volunteer Ambulance.

Carmel Volunteer Ambulance shall be responsible providing to Bangor City Fire Department correct information regarding its customers. Carmel Volunteer Ambulance shall keep and hold harmless Bangor City Fire Department from and against any and all claims, demands, suits, judgments, costs and expenses asserted by any person or persons by reason of Carmel Volunteer Ambulance's actions hereunder.

Carmel Volunteer Ambulance shall be responsible for responding to customer inquiries.

PAYMENT

Carmel Volunteer Ambulance shall pay to Bangor City Fire Department the sum of twelve dollars (\$12.00) for every ambulance run sheet submitted to Bangor City Fire Department for billing.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year first written above.

Witness:

BANGOR CITY FIRE DEPARTMENT

\_\_\_\_\_

By: \_\_\_\_\_  
Name: Edward A. Barrett  
Title: City Manager

\_\_\_\_\_

By: \_\_\_\_\_  
Name: Jeffrey Cammack  
Its: Fire Chief

Witness:

CARMEL VOLUNTEER AMBULANCE

Matthew St. Pierre

By: Matthew St. Pierre  
Name: MATTHEW ST. PIERRE  
Its: ASSISTANT DIRECTOR

## AGREEMENT

THIS AGREEMENT executed in duplicate this 18<sup>th</sup> day of July, 2001, by and between the BANGOR CITY FIRE DEPARTMENT of Bangor, Maine and WASHINGTON COUNTY EMERGENCY MEDICAL SERVICES AUTHORITY, D/B/A DOWNEAST EMS of Calais, Maine.

WHEREAS, Washington County Emergency Medical Services Authority, d/b/a Downeast EMS provides ambulance service to its customers; and

WHEREAS, the Bangor City Fire Department has the capability of billing for ambulance service; and

WHEREAS, Washington County Emergency Medical Services Authority, d/b/a Downeast EMS desires that Bangor City Fire Department bill Washington County Emergency Medical Services Authority, d/b/a Downeast EMS customers for ambulance services on behalf of Washington County Emergency Medical Services Authority, d/b/a Downeast EMS;

NOW, THEREFORE, it is agreed as follows:

### TERM

This agreement shall be for a term of six months. It may be terminated by either party for any reason upon thirty days written notice. At the expiration of the term, this Agreement may be extended by agreement of the parties for an additional term of six months under the same terms and conditions as set forth herein.

### RESPONSIBILITY OF BANGOR CITY FIRE DEPARTMENT

The Bangor City Fire Department shall bill each customer of Washington County Emergency Medical Services Authority, d/b/a Downeast EMS three times. Bangor City Fire Department shall be responsible for the cost of forms, envelopes and postage.

### RESPONSIBILITY OF WASHINGTON COUNTY EMERGENCY MEDICAL SERVICES AUTHORITY, D/B/A DOWNEAST EMS

Washington County Emergency Medical Services Authority, d/b/a Downeast EMS shall purchase billing software from Sweet Soft for the use of Bangor City Fire Department during the term of this Agreement. Upon the termination of this Agreement Bangor City Fire Department shall return said billing software to Washington County Emergency Medical Services Authority, d/b/a Downeast EMS.

Washington County Emergency Medical Services Authority, d/b/a Downeast EMS shall be responsible providing to Bangor City Fire Department correct information regarding its customers. Washington County Emergency Medical Services Authority, d/b/a Downeast EMS shall keep and hold harmless Bangor City Fire Department from and against any and all claims, demands, suits, judgments, costs and expenses asserted by any person or persons by reason of Washington County Emergency Medical Services Authority, d/b/a Downeast EMS's actions hereunder.

Washington County Emergency Medical Services Authority, d/b/a Downeast EMS shall be responsible for responding to customer inquiries.

PAYMENT

Washington County Emergency Medical Services Authority, d/b/a Downeast EMS shall pay to Bangor City Fire Department the sum of seven dollars and fifty cents (\$7.50) for every ambulance run sheet submitted to Bangor City Fire Department for billing.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year first written above.

Witness:

BANGOR CITY FIRE DEPARTMENT

James O. Robbins

By: Edward A. Barrett  
Name: Edward A. Barrett  
Title: City Manager

Robert W. Van

By: Jeffrey Cammack  
Name: Jeffrey Cammack  
Its: Fire Chief

Witness:

WASHINGTON COUNTY EMERGENCY  
MEDICAL SERVICES AUTHORITY,  
D/B/A DOWNEAST EMS

Danny Carlow

By: Danny Carlow  
Name: Danny Carlow  
Its: Director

## AGREEMENT

THIS AGREEMENT executed in duplicate this 13<sup>th</sup> day of DECEMBER, 2002, by and between the BANGOR CITY FIRE DEPARTMENT of Bangor, Maine and HAMPDEN FIRE DEPARTMENT of Hampden, Maine.

WHEREAS, Hampden Fire Department provides ambulance service to its customers; and

WHEREAS, the Bangor City Fire Department has the capability of billing for ambulance service; and

WHEREAS, Hampden Fire Department desires that Bangor City Fire Department bill Hampden Fire Department customers for ambulance services on behalf of Hampden Fire Department;

NOW, THEREFORE, it is agreed as follows:

### TERM

This agreement shall be for a term of six months. It may be terminated by either party for any reason upon thirty days written notice. At the expiration of the term, this Agreement may be extended by agreement of the parties for an additional term of six months under the same terms and conditions as set forth herein.

### RESPONSIBILITY OF BANGOR CITY FIRE DEPARTMENT

The Bangor City Fire Department shall bill each customer of Hampden Fire Department three times. All bills sent to Hampden Fire Department customers for service shall be made payable to the Hampden Fire Department. Bangor City Fire Department shall be responsible for the cost of forms, envelopes and postage.

### RESPONSIBILITY OF HAMPDEN FIRE DEPARTMENT

Hampden Fire Department shall purchase billing software from Sweet Soft for the use of Bangor City Fire Department during the term of this Agreement. Upon the termination of this Agreement Bangor City Fire Department shall return said billing software to Hampden Fire Department.

Hampden Fire Department shall be responsible providing to Bangor City Fire Department correct information regarding its customers. Hampden Fire Department shall keep and hold harmless Bangor City Fire Department from and against any and all claims, demands, suits, judgments, costs and expenses asserted by any person or persons by reason of Hampden Fire Department's actions hereunder. Hampden Fire Department shall

10

at least monthly, send copies of the E.O.B.'s (explanation of benefits) to the Bangor Fire Department so Bangor Fire Department can record payments and adjustments in a timely manner to Hampden Fire Departments customers accounts.

Hampden Fire Department shall be responsible for responding to customer inquiries.

PAYMENT

Hampden Fire Department shall pay to Bangor City Fire Department the sum of twelve dollars (\$12.00) for every ambulance run sheet submitted to Bangor City Fire Department for billing.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year first written above.

Witness:

BANGOR CITY FIRE DEPARTMENT

\_\_\_\_\_

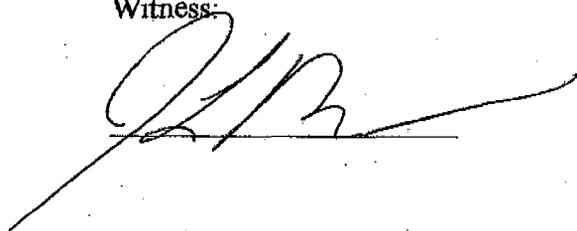
By: \_\_\_\_\_  
Name: Edward A. Barrett  
Title: City Manager

\_\_\_\_\_

By: \_\_\_\_\_  
Name: Jeffrey Cammack  
Its: Fire Chief

Witness:

HAMPDEN FIRE DEPARTMENT

  
\_\_\_\_\_

By:   
Name: MICHAEL P. ANDERSEN  
Its:

**AGREEMENT**

THIS AGREEMENT executed in duplicate this 14 day of December, 2005, by and between the BANGOR CITY FIRE DEPARTMENT of Bangor, Maine and INDIAN TOWNSHIP AMBULANCE SERVICE of Passamaquoddy Township Indian Reservation, Maine.

WHEREAS, Indian Township Ambulance Service provides ambulance service to its customers; and

WHEREAS, the Bangor City Fire Department has the capability of billing for ambulance service; and

WHEREAS, Indian Township Ambulance Service desires that Bangor City Fire Department bill Indian Township Ambulance Service customers for ambulance services on behalf of Indian Township Ambulance Service;

NOW, THEREFORE, it is agreed as follows:

**TERM**

This agreement shall be for a term of six months. It may be terminated by either party for any reason upon thirty days written notice. At the expiration of the term, this Agreement may be extended by agreement of the parties for an additional term of six months under the same terms and conditions as set forth herein.

**RESPONSIBILITY OF BANGOR CITY FIRE DEPARTMENT**

The Bangor City Fire Department shall bill each customer of Indian Township Ambulance Service three times. Bangor City Fire Department shall be responsible for the cost of forms, envelopes and postage.

**RESPONSIBILITY OF INDIAN TOWNSHIP AMBULANCE SERVICE**

Indian Township Ambulance Service shall purchase billing software from Sweet Soft for the use of Bangor City Fire Department during the term of this Agreement. Upon the termination of this Agreement Bangor City Fire Department shall return said billing software to Indian Township Ambulance Service.

Indian Township Ambulance Service shall be responsible providing to Bangor City Fire Department correct information regarding its customers. Indian Township Ambulance Service shall keep and hold harmless Bangor City Fire Department from and against any and all claims, demands, suits, judgments, costs and expenses asserted by any person or persons by reason of Indian Township Ambulance Service's actions hereunder.

Indian Township Ambulance Service shall be responsible for responding to customer inquiries.

PAYMENT

Indian Township Ambulance Service shall pay to Bangor City Fire Department the sum of twelve dollars (\$12.00) for every ambulance run sheet submitted to Bangor City Fire Department for billing.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year first written above.

Witness:

BANGOR CITY FIRE DEPARTMENT

\_\_\_\_\_

By: \_\_\_\_\_  
Name: Edward A. Barrett  
Title: City Manager

\_\_\_\_\_

By: \_\_\_\_\_  
Name: Jeffrey Cammack  
Its: Fire Chief

Witness:

INDIAN TOWNSHIP AMBULANCE SERVICE

*Don Payne*

By: *[Signature]*  
Name:  
Its: Tribal Governon

**AGREEMENT**

THIS AGREEMENT executed in duplicate this 14 day of JULY, 2003, by and between the BANGOR CITY FIRE DEPARTMENT of Bangor, Maine and, Machias Ambulance Service of Machias, Maine.

WHEREAS, Machias Ambulance provides ambulance service to its customers; and

WHEREAS, the Bangor City Fire Department has the capability of billing for ambulance service; and

WHEREAS, Machias Ambulance desires that Bangor City Fire Department bill Machias Ambulance customers for ambulance services on behalf of Machias Ambulance;

NOW, THEREFORE, it is agreed as follows:

TERM

This agreement shall be for a term of six months. It may be terminated by either party for any reason upon thirty days written notice. At the expiration of the term, this Agreement may be extended by agreement of the parties for an additional term of six months under the same terms and conditions as set forth herein.

RESPONSIBILITY OF BANGOR CITY FIRE DEPARTMENT

The Bangor City Fire Department shall bill each customer of Machias Ambulance three times. Bangor City Fire Department shall be responsible for the cost of forms, envelopes and postage.

RESPONSIBILITY OF MACHIAS AMBULANCE

Machias Ambulance shall purchase billing software from Sweet Soft for the use of Bangor City Fire Department during the term of this Agreement. Upon the termination of this Agreement Bangor City Fire Department shall return said billing software to Machias Ambulance.

Machias Ambulance shall be responsible providing to Bangor City Fire Department correct information regarding its customers. Machias Ambulance shall keep and hold harmless Bangor City Fire Department from and against any and all claims, demands, suits, judgments, costs and expenses asserted by any person or persons by reason of Machias Ambulance's actions hereunder.

Machias Ambulance shall be responsible for responding to customer inquiries.

PAYMENT

Machias Ambulance shall pay to Bangor City Fire Department the sum of twelve dollars (\$12.00) for every ambulance run sheet submitted to Bangor City Fire Department for billing.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year first written above.

Witness:

BANGOR CITY FIRE DEPARTMENT

\_\_\_\_\_

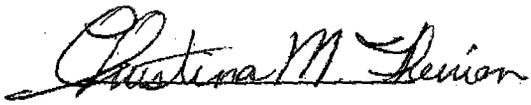
By: \_\_\_\_\_  
Name: Edward A. Barrett  
Title: City Manager

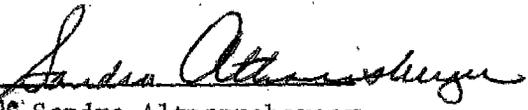
\_\_\_\_\_

By: \_\_\_\_\_  
Name: Jeffrey Carnmack  
Its: Fire Chief

Witness:

TOWN OF MACHIAS

  
Christina M. Therrien

By:   
Name: Sandra Altmannsberger  
Its: Chairman, Board of Selectmen