



Nederland Fire Protection District  
 650 W 4th St., Nederland, CO 80466  
 P (303) 258-9111  
 nfpd.org

## STATEMENT OF WORK

**I. Entity Name: Nederland Fire Protection District**

**II. Project Description:**

This project serves to improve patient health care to all citizens and visitors of the State of Colorado. Grant funding is made available to organizations that provide Emergency Medical and Trauma services for the ongoing maintenance and improvement of Colorado’s emergency medical and trauma services system as required by of CRS 25-3.5-601 and 6 CCR 1015-1.

This project will purchase emergency medical and trauma services equipment in order to maintain or improve emergency medical and trauma services in the area served by Nederland Fire Protection District. The addition of these resources in their service area will improve the overall quality of emergency medical and trauma care in Colorado, and improve Nederland Fire Protection District’s ability to respond to emergency medical and trauma situations.

**III. Definitions:**

1. CDPHE: Colorado Department of Public Health and Environment
2. CCR: Code of Colorado Regulations
3. EMS: Emergency Medical Services
4. EMTS: Emergency Medical and Trauma Services
5. NHTSA: National Highway Traffic Safety Administration

**IV. Work Plan:**

<b>Goal #1:</b> To protect the health, safety and welfare of all who receive health care services in Colorado.	
<b>Objective #1:</b> No later than the expiration date of this contract, the Contractor shall replace or add resources that will assist the community served by Nederland Fire Protection District in times of emergency, with more reliability and greater safety.	
<b>Primary Activity #1</b>	The Contractor shall verify the manufacturer of the ambulance(s) considered for purchase is registered on the NHTSA Manufacturer’s Information Database as a final stage manufacturer.
<b>Primary Activity #2</b>	The Contractor shall purchase the following equipment:
<b>Sub-Activities #2</b>	<ol style="list-style-type: none"> <li>1. EMTS vehicles           <ol style="list-style-type: none"> <li>a. One (1) Type I 4x4 ambulance (4-wheel drive truck chassis with ambulance box).</li> <li>b. One (1) vehicle data recorder and installation.</li> <li>c. One (1) built-in SAE J3027 compliant cot retention system.</li> </ol> </li> <li>2. EMTS equipment           <ol style="list-style-type: none"> <li>a. One (1) stair chair.</li> </ol> </li> </ol>

	b. One (1) manual ambulance cot.
<b>Primary Activity #3</b>	The Contractor shall verify the following equipment is fully operational:
<b>Sub-Activities #3</b>	<ol style="list-style-type: none"> <li>1. EMTS vehicles <ol style="list-style-type: none"> <li>a. One (1) Type I 4x4 ambulance (4-wheel drive truck chassis with ambulance box).</li> <li>b. One (1) vehicle data recorder and installation.</li> <li>c. One (1) built-in SAE J3027 compliant cot retention system.</li> </ol> </li> <li>2. EMTS equipment <ol style="list-style-type: none"> <li>a. One (1) stair chair.</li> <li>b. One (1) manual ambulance cot.</li> </ol> </li> </ol>
<b>Primary Activity #4</b>	The Contractor shall complete the following reports:
<b>Sub-Activities #4</b>	<ol style="list-style-type: none"> <li>1. Three (3) quarterly grant progress reports.</li> <li>2. One (1) final report upon completion of the project.</li> </ol>
<b>Standards and Requirements</b>	<ol style="list-style-type: none"> <li>1. The content of electronic documents located on CDPHE and non-CDPHE websites and information contained on CDPHE and non-CDPHE websites may be updated periodically during the Contract term. The Contractor shall monitor documents and website content for updates and comply with all updates.</li> <li>2. The Contractor shall purchase ambulances manufactured by an organization registered with NHTSA as a final stage manufacturer and in compliance with 6 CCR 1015-3, Chapter 4, and Section 3.3.1 (H), which can be found at the following website, and incorporated and made part of this contract by reference: <a href="https://bit.ly/2Zm2K2d">https://bit.ly/2Zm2K2d</a>.</li> <li>3. NHTSA registration information for organizations registered as final stage manufacturers is found on the NHTSA Manufacturer's Information Database at the following website, and is incorporated and made part of this contract by reference: <a href="https://vpic.nhtsa.dot.gov/mid/">https://vpic.nhtsa.dot.gov/mid/</a>.</li> <li>4. The Contractor shall comply with the requirements stated in the Funding Guide. This document is incorporated and made part of this contract by reference and is available on the following website: <a href="https://drive.google.com/file/d/1WTt3rCpQd-2U2qE4kz05eIoz14IWXXWk/view">https://drive.google.com/file/d/1WTt3rCpQd-2U2qE4kz05eIoz14IWXXWk/view</a>.</li> <li>5. The Contractor shall comply with the requirements stated in the Management Guide. This document is incorporated and made part of this contract by reference and is available on the following website: <a href="https://drive.google.com/file/d/1As6kdztJjE6khGH4K4uGhhypCUo33Rnh/view">https://drive.google.com/file/d/1As6kdztJjE6khGH4K4uGhhypCUo33Rnh/view</a>.</li> <li>6. The Contractor shall comply with the State Price Agreements or use a vendor with the same or better price and quality when purchasing communication equipment, medical equipment, or emergency vehicles (except ambulances). Information on State Price Agreements is incorporated and made part of this contract by reference and is available</li> </ol>

on the following website <https://osc.colorado.gov/spco/state-price-agreements>.

7. The Contractor shall purchase equipment through a competitive process, accepting the lowest bid that meets bid specifications, if not available through a State Price Agreement.
8. The Contractor shall maintain personal property casualty insurance for the full replacement value of the equipment during the equipment's useful life.
9. The Contractor shall perform all maintenance service for the equipment in accordance with manufacturer's specifications and warranty requirements.
10. The Contractor shall be solely responsible for all repairs and maintenance costs for the equipment purchased.
11. The Contractor shall maintain the following records for the useful service life of the equipment:
  - a. Detailed records of maintenance services performed on the equipment.
  - b. Inventory control records of all equipment.
12. The Contractor shall require any employees, agents, and subcontractors to operate the equipment in accordance with the manufacturer's safety and operation instructions.
13. The Contractor shall repair or replace any equipment that becomes unavailable for use by Contractor in the following cases:
  - a. Damaged
  - b. Destroyed
  - c. Lost
  - d. Stolen
14. The Contractor shall obtain written approval from CDPHE prior to the Contractor reallocating the equipment or when unable to utilize the equipment to provide emergency and medical trauma services as described in the project description in this Statement of Work, throughout the useful service life of the equipment, in the following situations:
  - a. Sale of the equipment
  - b. Transfer of the equipment
  - c. Disposal of the equipment
  - d. Material change in use of the equipment
15. CDPHE will respond within 30 days to a written request to reallocate, sell, transfer or dispose of purchased equipment.
16. The Contractor shall refund CDPHE proceeds from the sale of equipment, equaling the percentage of CDPHE's initial financial contribution, when the equipment is sold at public auction.
17. The Contractor acknowledges that CDPHE will execute a security lien against any piece of equipment purchased by the Contractor pursuant to this contract. Any such lien shall remain in place until CDPHE determines that the Contractor has satisfied all obligations of the contract, and CDPHE acknowledges and releases Contractor via written notice.

	18. The Contractor shall comply with the Colorado EMTS quarterly report format. This information is incorporated and made part of this contract by reference and is available on the following website: <a href="https://www.zoomgrants.com/zgf/EMTS_Funding_Program_FY24">https://www.zoomgrants.com/zgf/EMTS_Funding_Program_FY24</a> .	
<b>Expected Results of Activity(s)</b>	The Nederland Fire Protection District will maintain their ability to respond to emergency medical and trauma situations for the residents and visitors of Colorado.	
<b>Measurement of Expected Results</b>	Completed quarterly reports used to determine the agency has obtained the emergency equipment to maintain or improve their response to emergency medical and trauma situations.	
		<b>Completion Date</b>
<b>Deliverables</b>	1. The Contractor shall submit a copy of the NHTSA Manufacturer’s Information Database search results to the EMTS Grants and Communications Coordinator at <a href="mailto:andrek.smith@state.co.us">andrek.smith@state.co.us</a> .	Prior to signature of any binding purchase agreement with an ambulance vendor.
	2. The Contractor shall submit quarterly progress reports to the EMTS Funding Section Manager via <a href="https://www.zoomgrants.com/zgf/EMTS_Funding_Program_FY24">https://www.zoomgrants.com/zgf/EMTS_Funding_Program_FY24</a> .	No later than last day of September, December and March.
	3. The Contractor shall submit a final progress report to the EMTS Funding Section Manager via <a href="https://www.zoomgrants.com/zgf/EMTS_Funding_Program_FY24">https://www.zoomgrants.com/zgf/EMTS_Funding_Program_FY24</a> .	No later than last day of June 30, 2024.

**V. Budget:**

Total funding available for work described in this statement of work shall not exceed \$108,837.15. The State shall fund 50% of the cost to purchase the ambulance(s) and other equipment, with a maximum total cost of \$350,210.31. Should the Contractor realize savings on the purchase price(s), the savings shall be shared between the Contractor and the State at their respective percentage contribution.

Nederland Fire Protection District		Agency Match Amount:	50%
<b>Project Budget</b>			
<b>Description</b>	<b>Entity Amount</b>	<b>State Amount</b>	<b>Total Price</b>
EMTS vehicles	\$229,666.00	\$97,130.00	\$326,796.00
EMTS equipment	\$11,707.16	\$11,707.15	\$23,414.31
<b>Column Totals:</b>	\$241,373.16	\$108,837.15	\$350,210.31
<b>Contract Total:</b>		<b>\$108,837.15</b>	

**VI. Additional Provisions:**

The following terms and conditions are in addition to the standard purchase order terms and conditions and are to be read and interpreted in conjunction with the provisions of the purchase order. Wherever used in the following provisions, “Contractor” and “Vendor” shall have the same meaning. Contractor and/or Vendor – any party to which a Purchase Order is issued.

#### **4. ADDITIONAL PROVISIONS -- Invoicing**

To receive compensation under the Purchase Order, the Contractor shall submit a signed CDPHE Reimbursement Invoice Form once the equipment is delivered to the Contractor, tested to be operational and paid in full.

The CDPHE Reimbursement Invoice Form is accessible from the CDPHE internet website: <https://cdphe.colorado.gov/emergency-care/funding/manage-your-emts-grant-award> and is incorporated and made part of this SOW by reference. CDPHE will provide technical assistance in accessing and completing the form. The CDPHE Reimbursement Invoice Form including the Expenditure Details pages must be submitted no later than **forty-five (45)** calendar days after the end of the billing period for which services were rendered. Expenditures shall be in accordance with the Statement of Work and Budget.

The Contractor shall submit the following documentation with the completed CDPHE Reimbursement Invoice Form and Expenditure Details page: itemized vendor invoices showing items or services purchased, proof of payment for each vendor invoice listed in the request, and photographs of each item purchased and installed, if applicable.

Scan the completed and signed CDPHE Reimbursement Invoice Form including the Expenditure Details pages and supporting documentation into an electronic document. Email the scanned document(s) to the EMTS Grants and Communications Coordinator at [andrek.smith@state.co.us](mailto:andrek.smith@state.co.us).

Final billings under the Purchase Order must be received by the State within a reasonable time after the expiration or termination of the Purchase Order; but in any event no later than **forty-five (45)** calendar days from the effective expiration or termination date of the Purchase Order.

Unless otherwise provided for in the Purchase Order, "Local Match", if any, shall be included on all invoices as required by funding source.

The Contractor shall not use federal funds to satisfy federal cost sharing and matching requirements unless approved in writing by the appropriate federal agency.

#### **VII. Monitoring:**

CDPHE's monitoring of the purchase order for compliance with performance requirements will be conducted throughout the purchase order period by the EMTS Funding Section Manager or designee. Methods used will include a review of documentation determined by CDPHE to be reflective of performance to include progress reports and other fiscal and programmatic documentation as applicable.

#### **VIII. Resolution of Non-Compliance:**

The Contractor will be notified in writing within **thirty (30)** calendar days of discovery of a compliance issue. Within **thirty (30)** calendar days of discovery, the Contractor and the State will collaborate, when appropriate, to determine the action(s) necessary to rectify the compliance issue and determine when the action(s) must be completed. The action(s) and time line for completion will be documented in writing and agreed to by both parties. If extenuating circumstances arise that requires an extension to the time line, the Contractor must email a request to the EMTS Funding Section Manager and receive approval for a new due date. The State will oversee the completion/implementation of the action(s) to ensure time lines are met and the issue(s) is resolved. If the Contractor demonstrates inaction or disregard for the agreed upon compliance resolution plan, the State may exercise its rights under the Terms and Conditions of this Purchase Order.

**X. Attestation:**

The Contractor agrees to perform services in accordance with the terms and conditions of the Purchase Order to include Statement of Work and Budget.

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Contractor Name (Print) and Title

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Contractor Signature

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Date