



TOWN OF SCARBOROUGH
Fire Department
259 US Route One
Scarborough, ME 04070-0360

Invitation to Bid
ITB 162015
Date of Issue: 3/20/2015

Cardiac Monitor Defibrillator Equipment

Important Notice: If you received this solicitation from the Town of Scarborough's web site, you must register with the Purchasing Agent to receive subsequent amendments.

Thomas Hall
Town Manager

TOWN OF SCARBOROUGH



INVITATION TO BID NUMBER 162015

RETURN THIS BID TO:

Attention: *Town of Scarborough, Purchasing Agent*
Invitation to Bid (ITB) Number: **162015**
Cardiac Monitor Defibrillator Equipment
PO Box 360
259 US Route One
Scarborough, ME 04070-0360

THIS IS NOT AN ORDER

DATE ITB ISSUED: 3/20/2015

REGIONAL BID FOR CARDIAC MONITOR DEFIBRILLATOR EQUIPMENT

SEALED BIDS MUST BE SUBMITTED TO THE PURCHASING AGENT, TOWN CLERK'S OFFICE, OR DELIVERED TO THE OPENING LOCATION AND MUST BE TIME AND DATE STAMPED BY THE PURCHASING AGENT OR HIS DESIGNEE PRIOR TO THE BID OPENING ON FRIDAY APRIL 10, 2015 AT 3:00 PM AT WHICH TIME THEY WILL BE PUBLICLY OPENED.

OPENING LOCATION: TOWN OF SCARBOROUGH, TOWN HALL, LOCATED AT 259 US ROUTE ONE SCARBOROUGH, ME 04074 IN THE TOWN MANAGER'S CONFERENCE ROOM, MAIN LEVEL.

F.O.B. POINT IF MAILED: FINAL DESTINATION

EMAILED AND/OR FAXED BIDS WILL NOT BE ACCEPTED.

LATE BIDS WILL NOT BE ACCEPTED.

ALL QUESTIONS REGARDING THIS ITB SHOULD BE DIRECTED IN WRITING TO KIM MASSA, PURCHASING SPECIALIST, AT KMASSA@CI.SCARBOROUGH.ME.US OR BY FAX (207) 730-4088. THE TOWN IS NOT RESPONSIBLE FOR ORAL INTERPRETATIONS GIVEN BY ANY EMPLOYEE, REPRESENTATIVE OR OTHERS.

THE PREFERRED METHOD IS VIA EMAIL.

**TOM HALL
TOWN MANAGER**

INSTRUCTIONS TO BIDDERS

INTENT OF BID: The Town of Scarborough is soliciting bids for a three year contract for the purchase of at least three (3) Cardiac Monitor/Defibrillators. Furthermore it is intended that this bid process be open such that other communities/departments in the State of Maine who wish to purchase cardiac monitor defibrillators off this formal bid process during the life of the contract may do so at the same contract pricing.

Any community/department that takes advantage of this bid process will negotiate the final terms for their monitor defibrillator purchases and any auxiliary equipment that they may require and will contract directly with the selected vendor. Purchases by other communities/departments will not be processed through the Town of Scarborough.

NOTICE OF INTENT TO AWARD: After the responses to this ITB have been opened and evaluated, a tabulation of the bids will be prepared. It lists the name of each company or person that offered a bid and the price they bid. It may also provide notice of the Town's intent to award a contract(s) to the bidder(s) indicated. A copy of the Bid Tabulation will be mailed to each company or person who responded to the ITB. Bidders identified for award are not to proceed until a Purchase Order, Contract Award, Lease, or some other form of written notice is given by the Purchasing or other Agent of the community making the purchase. A company or person who proceeds prior to receiving a Purchase Order, Contract Award, Lease, or some other form of written notice from the Purchasing Agent does so without a contract and at their own risk.

PAYMENT FOR TOWN PURCHASES: Payment for agreements for the undisputed purchase of goods or services provided to the Town, will be made within 30 days of the receipt of a proper billing or the delivery of the goods or services to the location(s) specified in the agreement, whichever is later.

FEDERAL EXCISE TAX: The Town is exempt from all Federal Excise Tax.

STATE SALES TAX: The Town is exempt from all State of Maine Sales Tax.

INDEMNIFICATION: The contractor shall indemnify, hold harmless, and defend the Town from and against any claim of, or liability for error, omission or negligent act of the contractor under this agreement. The contractor shall not be required to indemnify the Town for a claim of, or liability for, the independent negligence of the Town. If there is a claim of, or liability for, the joint negligent error or omission of the contractor and the independent negligence of the Town, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "Contractor" and "Town", as used within this and the following article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "independent negligence" is negligence other than in the Town's selection, administration, monitoring, or controlling of the contractor and in approving or accepting the contractor's work.

INSURANCE: Contractor shall purchase and maintain workers' compensation insurance, general public liability and property damage insurance, including vehicle coverage, all with limits and terms satisfactory to Owner:

Worker's Compensation:

The Contractor shall purchase and maintain during the life of this Contract Workers Compensation Insurance for all employees employed in the course of performing services under this Contract as awarded pursuant to these Specifications; and in case any work is sublet, the Contractor shall require the Sub-Contractor to similarly provide Worker's Compensation Insurance for all of the latter's employees, unless such employees are covered by the protection afforded the Contractor. All coverage shall be in accordance with State of Maine laws in effect and the requirements of the Workers Compensation Board.

Comprehensive General Liability Insurance.

The Contractor shall carry and maintain, until final written acceptance of the work by the town, insurance as specified below and in such form as shall protect the Town of Scarborough and its employees and officials from all claims and liability for damages and bodily injury including accidental death and for property damage which may arise from operations under this Contract. Except as otherwise stated, the amounts of such insurance shall be for each policy not less than:

- (a) For liability, for bodily injury, including accidental death \$1,000,000 on account of one occurrence and \$3,000,000 aggregate limit.
- (b) For liability for property damage \$1,000,000 on account of any one occurrence and \$1,000,000 aggregate limit.
- (c) All policies shall be so written that the Purchasing Agent's office of the Town of Scarborough will be notified of cancellation or restrictive amendment at least thirty (30) days prior to the effective date of such cancellation or amendment. Certificates of Insurance and copies of actual policies from the Contractor's insurance carrier shall be filed with the Town before operations may begin. Certificates shall make no claims against the Town of Scarborough or its officers for any injury to any of his officers or employees for damage to his trucks or equipment arising out of work contemplated by this Contract.

Automotive Liability Insurance:

Automotive Liability Insurance with a minimum limit of liability for bodily injury, property damage or death in the amount of \$400,000 for each occurrence. Failure to supply satisfactory proof of insurance within the time required will cause the Town to declare the bidder non-responsive and to reject the bid.

A bidder's failure to provide this supplemental information, within the time set by the Town, will cause the Town to consider the offer non-responsive and reject the bid.

ANNOTATED LITERATURE: Bidders must annotate their product literature to identify for the Town the location of the supporting information regarding each product specification set out in this ITB.

SUPPORTING INFORMATION: The Town strongly desires that bidders submit all required technical specifications, and other supporting information with their bid, so that a detailed analysis and determination can be made by the Purchasing Agent that the product offered meets the ITB specifications and other requirements of the ITB. However, provided a bid meets the requirements for a definite, firm, unqualified, and unconditional offer, the Town reserves the right to request supplemental information from the bidder, after the bids have been opened, to ensure that the products offered completely meet the ITB requirements. The requirement for supplemental information will be at the reasonable discretion of the Town and may include the requirement that a bidder will provide a sample product(s) so that the Town can make a first-hand examination and determination.

FIRM, UNQUALIFIED AND UNCONDITIONAL OFFER: Bidders must provide enough information with their bid to constitute a definite, firm, unqualified and unconditional offer. To be responsive a bid must constitute a definite, firm, unqualified and unconditional offer to meet all of the material terms of the ITB. Material terms are those that could affect the price, quantity, quality, or delivery. Also included as material terms are those which are clearly identified in the ITB and which, for reasons of policy, must be complied with at risk of bid rejection for non-responsiveness.

BUDGET: Any community making use of this formal bid process will individually appropriate the funds to purchase these Cardiac Monitor/Defibrillators as necessary during their individual budget processes over the life of the contract. Each community maintains the right to purchase, or not purchase, a Cardiac Monitor/Defibrillator in any year of the contract based on their individual needs and the local appropriation of funding for such purchases.

ALTERATIONS: The awarded bidder must obtain the written approval from the Purchasing Agent prior to making any alterations to the agreed upon specifications (post-award) contained in this ITB or subsequent Contract. The Town will not pay for alterations that are not approved in advance and in writing by the Town.

CONTINUING OBLIGATION OF CONTRACTOR: Regardless of the terms and conditions of any third-party financing agreement, the contractor agrees that none of its responsibilities under this contract are transferable and that the contractor alone will continue to be solely responsible until the expiration date of the contract. Such responsibilities include, but are not limited to, the provision of equipment, training, warranty service, maintenance, parts and the provision of consumable supplies. By signature on this ITB the bidder acknowledges this requirement and indicates unconditional acceptance of this continuing obligation clause.

WORKMANSHIP & MATERIALS: All work and/or fabrication must be performed in a thorough and workmanlike manner and in accordance with current industry practices. The contractor will be held responsible for the quality of the finished item and/or service provided.

INVOICES: Invoices must be sent directly to the Town/City address shown on the individual Purchase Order, Contract Award or Delivery Order. Payment schedule will be determined with the winning bidder. Questions concerning payment must be addressed to the Accounts Payable Department of the community placing the order.

CONTRACT CANCELLATION: The Town reserves the right to cancel the contract at its convenience by giving written notice to the contractor. The Town is liable only for payment in accordance with the payment provisions of this contract for services or supplies provided before the effective date of termination.

CONTRACT COSTS: The intent of this bid process is to secure bids for the proposed equipment over a three year period so the various communities can plan their capital equipment needs over several fiscal year budget cycles. Bidders will be able to bid separate prices for each fiscal budget year on the Official Bid Form.

EVALUATION OF BIDS: In preparation for this bid process an evaluation committee of EMS professionals researched the leading manufacturers of Cardiac Monitor Defibrillator devices designed for emergency fire/EMS service use. That committee invited sales representatives to meetings where their products could be shown and demonstrated in a classroom type setting. Additionally the vendors provided fully functional models that the Department was able to use to conduct field evaluations during actual EMS calls for service.

This bid process is limited to the manufacturers and models listed below that were evaluated by the evaluation committee and the results of that evaluation process will be used as part of the overall scoring of the bids as explained below.

Manufacturer	Phillips Healthcare	Model MRx
Manufacturer	Physio-Control	Model LP 15
Manufacturer	Zoll	Model XSeries

The evaluation will be based solely on the evaluation factors set out below. Vendors are responsible for providing sufficient detailed information about their product in the bid documents so the review committee has the data necessary to fairly evaluate the proposals:

THE TOTAL POSSIBLE POINTS USED TO SCORE THIS ITB IS 100

Understanding of Project & Adherence to Specifications (5 Points)

Proposals will be evaluated against the questions set out below:

- (a) How well has the bidder demonstrated a thorough understanding of the scope of this regional bid project?
- (b) How clear is the bidder's proposal?
- (c) How well has the bidder complied with the details of the ITB?
- (d) How close does the proposal meet specifications?

Sales Support, Warrantee, Service & Repairs (15 Points)

Proposals will be evaluated against the questions set out below:

- (a) What are the details of the base warranty provided by the manufacturer?
- (b) Is a loaner option available if a unit needs to be sent out for repairs?
- (c) What is the normal turnaround time for most repairs?
- (d) Value of the vendor offered extended warrantee, preventive maintenance, and service contract options.

Contract Cost (30 Percent)

30% of the total evaluation points will be assigned to the cost of the proposal.

Converting Cost to Points

The lowest cost proposal that most closely meets specifications will receive the maximum number of points allocated to cost, the highest priced proposal will receive 0 points and those proposals in between will be pro-rated based on the bids submitted. Proposals involving a trade-in value option that may benefit the Town will be considered when scoring the proposals and consideration will also be given for the cost of replacement items in addition to the base cost of the monitor/defibrillator.

Field Evaluation, Quality, Durability, & Value (50 Percent)

Proposals will be evaluated based on our end-user field evaluation under the following categories:

- (a) Compliance with any FDA regulations, the latest version of the AHA ECC Guideline, Maine EMS Rules and Treatment Protocols
- (b) Physical Properties
- (c) Physical Operations
- (d) EKG Monitoring
- (e) Defibrillation
- (f) Capnography
- (g) Non-invasive blood pressure
- (h) Pacing
- (i) CO/CpO2 Monitoring
- (j) Maintenance – self-testing & routine cleaning and end-user maintenance
- (k) Optional items
- (l) Capability of data download to the Department's ePCR software (Image Trend) and ease of use of the manufactures' download software.

Evaluation Scoring Form

Evaluation Criteria	Total Points Available	Score
Understanding of Project & Adherence to Specifications	5	
Sales support, warrantee, service & repairs	15	
Contract Cost	30	
Field Evaluation, Quality, Durability & Value	50	
Total	100	

The Town of Scarborough reserves the right to accept or reject any and all bids when it is deemed in the best interest of the Town.

Specification Details

This form must be completed and returned as part of the bidder's proposal

The following specification details are the minimum requirements the Town has specified for three (3) Monitor/Defibrillators. The bidder shall respond with detailed specifications of how they intend to meet the various components listed below.

Bidder shall check the box under C if they comply and under E if they are taking exception to that line item. Bidder is also required to indicate the page or section number of their bid that corresponds to the specific line item in this section for ease of comparison and verification.

C	E	Page	Description
			1. Monitors
			1.0 Monitors shall be Biphasic
			1.1 Monitors shall be capable of performing 12 lead ECG's with diagnostic interpretation.
			1.2 Each monitor shall include a Pacing function.
			1.3 Each monitor shall include all required batteries
			1.4 Bidder shall include an AC power supply cable for each monitor to allow the unit to run on AC power independent of DC battery power while secured in the mounting bracket in the patient compartment of the ambulance. This AC cord shall also simultaneously charge the DC batteries.
			1.5 If the batteries need any type of "conditioning" outside of the base monitor's charging mechanism, Vendor must include two (2) optional battery charger/conditioners (one for each station) as part of their base bid.
			1.6 Monitors shall be capable of on-screen monitoring of the following items, and the base price must include pediatric and adult sized cables for each: 1.6.1 Limb lead ECG, 1.6.2 12 lead ECG 1.6.3 End tidal CO2 1.6.4 Non-invasive blood pressure 1.6.5 SpO2 1.6.6 SpCO
			1.7 Each Monitor shall include latex free reusable B/P cuffs in sizes to cover infant to large adult and include a thigh cuff.
			1.8 Each monitor shall be equipped with an internal printer for printing ECG and data.
			1.9 Each monitor shall have an AED function built into the unit.
			1.10 Each monitor shall be upgradable for both accessory hardware and software. The bidder must identify any additional costs associated with software upgrades on the official bid form.
			1.11 The vender shall supply software to allow the download and review of call events including ECG data all in a format that can be used for QA/QI review.
			1.12 The monitor must include software and associated hardware necessary to export all captured data for QA/QI review. Software and hardware must also be able to export the required data to the State's Image Trend ePCR database.
			1.13 Monitor must include wifi capability and USB data output options (USB data cable must be supplied as part of base bid).

		1.14 Each cardiac monitor / defibrillator must ship with one (1) each electronic copy of the operation and parts manuals,
		2. Batteries
		2.0 There shall be a minimum of one (1) spare battery supplied for each battery required in the monitor for normal operation.
		2.1. Each battery shall have a battery capacity indicator to display the capacity level of each battery.
		3. Monitor Case
		3.0 Three (3) monitor cases shall be supplied, one for each unit. Each case shall be designed to hold attached cables, spare defibrillation/pacing pads, end tidal co2 tubing, ECG electrodes, and blood pressure tubing & cuffs
		3.1 Each case shall be easily removable for disinfection purposes.
		4. Additional Equipment
		4.0 Each Monitor shall be supplied with the following:
		4.1 Two (2) sets of adult and two (2) sets of pediatric defibrillator/pacing pads
		4.2 A minimum of Twenty (20) ECG electrodes
		4.3 Three (3) standard size replacement printer paper rolls.
		4.4 Two (2) sets of End tidal CO2 tubing to monitor both Intubated and non-intubated patients. If a different tubing is required for intubated and non-intubated patients then the bidder shall supply two sets of each.
		5. Training
		5.0 Bidder shall supply as a minimum four classes, one per shift. Each training shall be delivered in Scarborough, Maine and shall include functions of the Monitor and on the various peripherals included with the monitor. <u>Bidder must state the length of supplied class and any additional costs to the bid.</u> The instructor must be an EMS professional highly familiar with all functions of the monitor, peripherals, and their use. Details of such class shall be mutually agreeable to both parties.
		6. Warrantee
		6.0 Bidder shall list the warrantee length and details for the monitor/defibrillator in the bid. If a different warrantee applies to any peripherals then that shall also be listed separately.
		7. Options
		Items listed below shall be listed on a separate price list and not included in the monitor bid. If the bidder has an option or additional equipment that they would like to offer they may include it in an attachment. All listed items must include an individual price for each entry on the official bid form.
		7.0 Option to include live time CPR monitoring if not built into the base monitor/defibrillator. Price for any additional equipment needed to monitor CPR effectiveness. All items shall be listed and priced separately. Any items listed that are single use shall be listed as such including replacement cost.
		7.1 Bidder shall include any extended warrantee(s) available. Included list should contain what is covered, Length of warrantee, and cost for each.
		7.2 Temperature monitoring capability options including cost for capability along with cost for associated cable(s) & probe(s).
		7.3 Mounting brackets (3 ea.) designed to allow the monitor/defibrillator to be safely secured in the event of a crash and allows the unit to be easily removed for use outside of the ambulance.

			8 Service
			The bidder shall outline the manufacturer's service options and costs to include:
			8.0 On site repairs including the location of the nearest technician and estimated response time to Scarborough, ME.
			8.1 Annual service / maintenance contract options and costs
			8.2 Costs of per site visit and hourly cost of repairs
			8.3 Availability of a comparable loaner monitor/defibrillator including time frame for the delivery of the loaner from the initial notification of a monitor out of service.

Trade-In Option

The Town of Scarborough is interested in a trade-in value option for our existing three (3) 2006 Physio Control LP-12's which are currently in service and have passed their most recent annual third party test. This equipment is available for inspection along with their associated maintenance records by contacting Scarborough Deputy Chief of EMS Attardo at 207-730-4203.

Although not required this trade-in option will be part of the formal ITB evaluation process.

Official Bid Form

This form must be completed and returned as part of the bidder's proposal

Company			
Address			
City, State, Zip Code			
Phone	Fax		
e-mail address			
Calendar Year of Purchase	2015	2016	2017
Base Cost of Monitor/Defibrillator			
Optional Items (cost per monitor)			
Live Time CPR Monitoring			
Extended Warrantee Options			
Temperature Monitoring Option			
Ambulance Mounting Brackets			
Software upgrade costs (if any)			
Replacement Cables & Supplies (if purchased above and beyond those included in the base bid):			
SpO2/SpCO Monitoring cable & probe			
Limb lead ECG leads			
12 lead ECG leads			
Non-invasive blood pressure			
Temperature cable & probe			
Replacement batteries			
Manufacturer's recommended upgrades and/or optional equipment not included in the specifications or base bid:			

Trade-In Value	
List any available trade-in option on a per unit basis for the department's current cardiac monitor defibrillators and associated equipment and supplies that you would like considered as part of the evaluation process.	

Authorized Representative & Title	
Signature	
Date	

Vendor Bid List

Physio-Control, Inc. - Peter Landry

603-767-1551, Landry, peter.c.[landry@physio-control.com](mailto:peter.c.landry@physio-control.com)
11811 Willows Road NE, Redmond WA 98052

ZOLL Medical - Ian Foucher

603-235-8359, IFoucher@ZOLL.com
486 Elgin Ave Manchester NH 03104

Philips Healthcare - Gallant, Kristen

978-335-7264, kristen.gallant@philips.com
47 Valley Road Topsfield MA 01983

Southern Emergency Equipment – Joe Healy

(774) 287-2495, joe.healy@seequip.com

** Plus open posting on the town's web-site