

## **INVITATION TO BID**

### **CARDIAC MONITOR/DEFIBRILLATOR/PACER**

#### **INTENT OF REQUEST FOR BID**

A. It is the intent of the City of Prescott to purchase one (1) new 12 lead enabled, cardiac monitor/defibrillator/pacer, from a qualified Biomedical Dealer per the attached specifications.

The monitor will be used by the Fire Department in its Advanced Cardiac Life Support Program.

#### **INSTRUCTIONS TO BIDDERS**

A. Bidders are encouraged to read this bid in its entirety. If the Bidder has any doubt as to the meaning of the RFB, a written request for interpretation may be submitted prior to the time of bid opening. The City will not be responsible for any interpretation other than those submitted in writing. Questions or concerns may be directed to the attention of:

Don Devendorf, Division Chief  
Prescott Fire Department  
1700 Iron Springs Road  
Prescott, AZ 86303  
Phone (928) 445-5555  
Fax (928) 776-1890

B. Any interpretation or correction in the Bid Documents will be made only by an Addendum duly issued and a copy of such Addendum will be mailed or delivered to each person receiving a set of such Documents. The City will not be responsible for any other explanations or interpretations of the Bid Documents.

C. The City of Prescott reserves the right to acquire the monitors from the low bidder or pursuant to the State Purchasing Contract if the State Purchasing Contract bid is lower than the lowest bid received pursuant to this Invitation to Bid.

#### **INTENT OF SPECIFICATIONS**

A. Brand names and numbers are for reference to indicate the exact item desired.

B. When brand, number, or level of quality is not stated by the Bidder, it is understood the bid is exactly as specified.

C. All workmanship and materials shall be of good quality. All materials and equipment shall meet all applicable and current OSHA, EPA, Federal, Arizona State and industry regulations and standards in effect at delivery.

D. In any instance where the specifications call for materials for construction of a better quality or larger size than required by the codes, the provisions of the specifications shall take precedence. The codes shall govern the case of direct conflict between the codes and the plans and the specifications.

F. The item(s) or equipment herein specified, is to be equipped with those items normally supplied in the stream of commerce, even though the items may not be specifically maintained.

- G. The item(s) or equipment herein in the specification shall be a new and current production type or model which incorporates all of the manufacturer's latest improvements. The item(s) or equipment shall include all standard materials and equipment as shown in the manufacturer's printed literature, and shall include all items to provide functional and/or operational units. Items modified or designed specifically to meet these specifications which are normally standard items in the industry will not be considered. This does not preclude the changing of minor components of those specified, so long as proper engineering and testing has occurred and documentation is furnished with the bid, and the City is supplied with acceptable, fully functional and operational item(s) or equipment.
- H. The items or equipment bid shall meet or exceed the specifications. Compliance with or exception to the specification shall be indicated on the bid. Any variation from printed literature supplied shall be indicated on the bid. Exceptions to the specifications as noted by the Bidder will be subject to evaluation and consideration by the City as to quality, suitability, compatibility and design integrity in relation to the intended use.
- I. The City will make sole determination as to acceptance of any exceptions. The item(s) or equipment will be reviewed for quality, workmanship, materials and compliance.

## **GENERAL TERMS AND CONDITIONS**

### **BID, PERFORMANCE AND PAYMENT BONDS ARE NOT REQUIRED**

#### **AWARDS**

The City of Prescott reserves the right: (1) to award bids received on the basis of individual items, or groups of items, or on the entire list of items; (2) to reject any or all bids, or any part thereof; (3) to waive any informality in the bids; and (4) to accept the bid that is in the best interest of the City. The City Council's decision shall be final.

#### **NOTICE TO PROCEED**

The Successful Bidder shall not work on any part of the project nor ship any item(s) or equipment until written Notice to Proceed or Purchase Order has been issued by the City.

#### **SHIPPING TERMS AND DELIVERY**

Bid prices shall be F.O.B. Destination, City of Prescott, to the designated facility in Prescott, Arizona. Vendor shall retain title and control of all goods until they are delivered and acceptance has been made. All risks of transportation and all related charges shall be the responsibility of the vendor. The City will notify the vendor promptly of any damaged goods and shall assist in arranging for inspection.

- A. The vendor shall be responsible for delivery of all item(s) or equipment in a complete and ready-for-use condition with all components functioning, cleaned, tested, lubricated and serviced. Item(s) or equipment delivered shall be free of decals or emblems identifying or advertising the contractor. The standard identification of a manufacturer is acceptable. The vendor shall be responsible for ensuring the delivery performance of subcontractors.

Delivery shall be accomplished during normal working hours, weekdays 8:00 a.m. to 5:00 p.m.

- B. Documents to be presented at time of delivery shall include at least one copy of the vendor's invoice, a properly executed manufacturer's statement of origin and odometer statement, if required by the nature of the equipment.
- C. Each item delivered shall be subject to a complete inspection by the receiver prior to acceptance. Inspection criteria shall include, but not be limited to, conformity to specifications, mechanical integrity, quality, workmanship and materials.

#### **DEFAULT BY BIDDER**

In case of default in the performance of the agreement by the Successful Bidder, the City may terminate its agreement with the Successful Bidder and may procure the article or services from other sources or the City may complete the work or any portion thereof itself, and may deduct from any moneys due, or that may thereafter become due to the Successful Bidder the difference between the price named in the contract and the actual cost thereof to the City of Prescott. Prices paid by the City shall be considered the prevailing market price at the time such purchase is made.

## **WARRANTY**

The item(s) or equipment on this bid shall be purchased from one (1) vendor. That one vendor shall be fully responsible for all warranty performance relating to any part or component of the purchased item(s) or equipment. The vendor's responsibility shall include all warranty involving subcontractors. The vendor shall supply a warranty on all parts and workmanship from the initial in-service date. The vendor shall guarantee further that the item(s) or equipment to be supplied complies with all applicable regulations.

- A. Submission of this bid shall constitute a guarantee by the bidder that a complete stock of replacement parts for the specified item(s) or equipment is available.
- B. Bidder shall state in writing the conditions and duration of the warranty bid in detail on an attachment to the bid.
- C. Bidder shall include with the bid package a list of locations within Arizona from which warranty work will be administered.

## **LITERATURE SUBMITTAL**

In order that we may fairly and completely evaluate the item(s) or equipment offered, each bidder shall submit with their bid, descriptive and technical detailed specifications for information sufficient for the purpose. Failure to comply may render a bid non-responsive.

## **MANUALS**

One (1) copy of each: parts book, operator's manual and service manual are required for each unit purchased. These manuals shall include schematic diagrams for all wiring and all plumbing and/or hoses if applicable.

## **PREPARATION OF BIDS**

- A. All information requested of the Bidder shall be entered in the appropriate space in the Bid Form. Failure to do so may disqualify your bid.
- B. All information shall be entered in ink or typewritten. Mistakes may be crossed out and corrections inserted before submission of your bid. Corrections shall be initialed in ink by the person signing the bid.
- C. Corrections and/or modifications received from the bidder after the closing time specified will not be accepted.
- D. Samples of items, when required, shall be furnished free of cost of any sort to the City of Prescott. Samples of items selected may be retained for future comparison. Samples which are not destroyed by testing, or which are not retained for future comparison will be returned upon request at the Bidder's expense.
- E. The City of Prescott will pay Transaction Privilege/Sales Tax and is not exempt from paying City and State Taxes when applicable. If your company is outside Arizona and collects use tax, please state the amount as a separate item if the City is to remit the tax.
- F. Cash discounts or payment discounts that are related to time, whether specified by the City or offered by the Bidder, shall be computed from the date of complete delivery and acceptance by the City or from the date that correct invoices are received by the City if the latter date is later than delivery. Payment shall be deemed to have been made on the date of mailing of the City warrant or check.
- G. Time of completion or delivery shall be stated as the number of calendar days following the issuance of the Notice to Proceed or Purchase Order by the City to the final inspection and acceptance by the City.
- H. Numbers shall be stated both in writing and in figures. Unit prices will govern in event of discrepancies between unit prices or extensions or totals.
- I. All bids shall be signed and certified by an authorized officer or employee of the Bidder.
- J. Bids must be submitted by the date and at or prior to the time specified to be considered. No late bids, telegraphic or telephone bids will be accepted. Late bids shall be returned unopened.
- K. Submit bids in a sealed envelope with the bid identified, and addressed as specified in the "Notice Inviting Bids" by the closing date and time shown.
- L. Bids shall be valid, firm, in effect and not subject to withdrawal for a period of thirty (30) days after the stipulated date of receipt.

Bidder certifies by signing and submitting bid that he has read, understands, and will fully and faithfully comply with the invitation to bid, its attachments and any referenced documents. Bidder also certifies that the prices offered were independently developed without consultation or collusion with any other bidders or potential bidders.

**BID FORM**

**A. Vendor Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_  
**Contact Person:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_

- B. Descriptive Literature attached?**  
\_\_\_\_\_ Yes      \_\_\_\_\_ No
- C. Warranty terms and location attached?**  
\_\_\_\_\_ Yes      \_\_\_\_\_ No
- D. Technical specifications attached?**  
\_\_\_\_\_ Yes      \_\_\_\_\_ No
- E. Anticipated delivery date (FOB destination) from receipt of order: \_\_\_\_\_ days**

QUANTITY	UNIT PRICE	EXTENDED PRICE
One (1)	\$	\$
1 Set of Maintenance Manuals	\$	\$
<b>Sub-total</b>	\$	
<b>Applicable Tax:</b>	%	
<b>TOTAL</b>	\$	

**F. BIDDER CERTIFICATION -** By signing below, bidder certifies that submission of this bid did not involve collusion or other anti-competitive practices and that s/he has read, understands and will faithfully execute the terms and conditions stated herein. The signer also certifies that s/he is an officer or fully authorized agent of the bidding firm with full power and authority to submit binding offers for the goods or services as specified.

**Name (typed or printed):** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**INVITATION TO BID  
FOR THE CITY OF PRESCOTT FIRE DEPARTMENT  
12 LEAD CARDIAC MONITOR/DEFIBRILLATOR WITH PACING/PULSE  
OXIMETRY/END TIDAL CO2/INTERPRETIVE SOFTWARE/AED**

The intent of these specifications is to supply the aforementioned equipment for use in the fire service. To qualify for a bid, the bidder should meet or exceed the specifications. Any non-compliance should be explained in writing for consideration.

**UNIT**

The unit will be new equipment and exactly as described in the announcement with all the mentioned aspects of the description. The unit will have the ability to monitor patient cardiac rhythms in 3 and 12 lead configurations. The unit will have interpretive software for the 12 lead rhythms. The unit will use “bi-phasic” technology for defibrillation and synchronized cardioversion. The unit should have (Vendor make note of and supply documentation of) the ability to change the battery, while pacing a patient, without losing “capture”. The unit will have the ability to monitor End Tidal CO<sub>2</sub> (ETCO<sub>2</sub>) as accurately and quickly as possible. The unit will have the ability to monitor patient oxygen level (PO<sub>2</sub>), through Pulse Oximetry. Both the ETCO<sub>2</sub> and PO<sub>2</sub> readings should be visible on the screen and printable on the patient report available from the monitor (Vendor make note of and supply documentation of). The unit will have the ability to be used as a Semi-Automatic or Automatic External Defibrillator. The unit will be supplied with all software and hardware necessary in order to achieve the above noted functions.

**CASE**

The units will be delivered with a carrying/protective padded case. The case will have the ability to carry the supplies and equipment necessary to use the monitor in the field without the need for additional carrying cases. If there is a case option that provides a level of protection, to the unit and accessories, that will positively effect the warrantee or cable replacement over the life of the unit, that is the case which will be quoted. Include documentation of how that case option will provide an operational cost benefit associated with the purchase of said case.

**BATTERIES**

The units will be delivered with a full compliment of batteries, as are normally supplied with the unit at the original time of purchase. All batteries will be new. There will be no less than six (6) spare batteries supplied with the unit in addition to the compliment of batteries required for normal operation. The batteries should be replaceable without having to open the case more than is necessary for normal operation in a patient care scenario. A battery with a charge level indicator will be preferred.

**BATTERY SUPPORT/CHARGING SYSTEM**

One (1) battery support/reconditioning/charging unit will be required.

### **ADDITIONAL EQUIPMENT**

- (1) Two cases each, of disposable item (for both Adult and Pediatric patients) used in the operation of the unit, will be supplied.
- (2) Two additional of each “4-lead”, “12 lead”, “Pulse Oximetry”, and “ETCO2” cables, and associated sensors (if applicable) will be supplied with this bid.  
\*\*Exclusion – any of the aforementioned cables or sensors that are covered for replacement under and “free-replacement” or warrantee program that comes with the monitor need not be quoted. Please provide details of the program that would provide replacements for the aforementioned cables and sensors.

### **WARRANTIES**

The vendor will include, and make known the details of, the standard warrantee for the unit purchased. The vendor will also provide pricing for an ADDITIONAL two (2) year, extended warrantee, with all specifics of said extended warrantee coverage, for the equipment purchased. The vendor will also include a lifetime replacement option, if available, for all sensing cables that will be supplied with the unit (barring negligent use by the purchaser). Vendor will also make available a guarantee, in writing, stating the time period that parts will be available, from the manufacturer, for the equipment quoted.

### **ADDITIONAL INFORMATION**

All equipment listed in the bid must be deliverable to the Prescott Fire Department, and in our possession, by June 29, 2007 based on Council award of bid on June 12, 2007.