



MEMORANDUM

Cardiac Monitor Bid Evaluation Committee Meeting Minutes—Monday February 3, 2014 Finance Conference Room

Present:

Committee Chairperson: Battalion Chief Norton

Committee Members:, Deputy Fire Chief Sorensen, City Manager Hamilton, City Attorney Buzz Hill, Pete Bostrom

Meeting called to order at 0900 hours by Battalion Chief Norton.

Battalion Chief Norton presented copies of the evaluation check sheet that was used to evaluate the compliance of each bidder to the committee members. Additionally, he informed the committee he had sent the questions for clarification to each bidder on Friday January 31, 2014 with a deadline of Monday February 10, 2014 for responses to be received. A list of the questions was shown to the committee.

Battalion Chief Norton informed the committee that the bid numbers he gave them were preliminary numbers, since he did not yet have all of the information from the clarification questions that were submitted to each bidder.

Battalion Chief Norton also informed the committee he had discovered why there was not a cashier's or certified check submitted along with the Philips bid. There was a notation in the Philips bid package that explained a check was not Philip's normal way to provide bid security, and that additional time would be required to obtain the necessary approval for a check to be supplied. And, that once the approval was received, the check would be forwarded. In its place, a bid bond, in the amount of 10% of the total bid, was supplied along with the executed Appendix E.

The committee discussed the compliance of each bidder to the requirements set forth in the bid document. It was determined, and the City Attorney concurred, that Physio-Control was not considered a responsive responsible bidder due to the lack of providing a response to each numbered or lettered requirement.



Battalion Chief Norton would provide final pricing for each bidder based on the responses to questions, the inclusion of a 4 year extended warranty, and the purchase of 5 Masimo RAD-57 SpCO monitors to be included in the Philips bid since the Philips monitor does not provide this capability.

A final evaluation meeting was scheduled for Wednesday February 12, 2014 at 0900 in the Finance Conference Room. City Attorney Buzz Hill would attend via conference call.

Minutes recorded and submitted by Battalion Chief Norton