



# Agenda Cover Memorandum

Meeting Date: February 24, 2014

Meeting Type: ☒ COW (Committee of the Whole) ☐ City Council ☐ Budget Workshop

Item Title: Approval of the purchase of five (5) cardiac monitor/defibrillators from Zoll Medical Corporation, 269 Mill Road, Chelmsford, Massachusetts 01824-4105, in the amount of \$158,695.55

Action Requested:

☒ Approval

☐ For discussion

☐ Feedback requested

☐ For your information

Staff Contact: Jeffrey T. Sorensen, Deputy Fire Chief

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## Background:

As discussed in previous meetings, the Fire Department currently uses five (5) cardiac monitor/defibrillators in our Emergency Medical Services operations. These are identical units- all of them are Zoll Medical M Series defibrillators placed into service in 2003. It is recommended by the manufacturers that these types of units be replaced every seven (7) years. Medical industry standards recommend replacements after five years in the hospital setting. The United States Military branches replace field use Cardiac Monitor Defibrillators after eight (8) years of use maximum. Through preventative maintenance and proper care we have been able to extend the life of the current units. However, staff believes that replacement of these cardiac monitor/defibrillators is necessary at this time.

An Invitation to Bid was created and posted for replacement of the cardiac monitor/defibrillators. Copies of that ITB have been provided previously to the Council. The Fire Department held a bid opening at 9am on January 23, 2014. Attending the opening were representatives from the Fire Department, as well as City Attorney Hill, the City Manager, and the Assistant to the City Manager. We received three (3) responses/bids total from the following manufacturers: Philips, Zoll Medical, and Physio Control.

Subsequent to the meeting the Fire Department review committee met on January 28, 2014 for a bid evaluation meeting. The purpose was to develop questions for each manufacturer to determine what options and accessories would be required for each manufacturer. This would allow for a true "apples to apples" comparison in evaluating each bid. Questions were then sent to each manufacturer with a deadline for response of February 10, 2014.

On February 12, 2014, Deputy Fire Chief Sorensen, Battalion Chief Norton, the City Manager, and the Assistant to the Manager met to further evaluate the responses. The City Attorney was consulted. Philips was the lowest bid based on individual monitor/defibrillator pricing. In order to use Philips units, the additional purchase of hand-held Masimo Carbon Monoxide (SPCO) monitors would be required, at an additional cost. Because of trade-in allowances, Zoll Medical Corporation was the lowest total price. One of the bidders did not include a bid bond check, however it was determined that all three (3) manufacturers would remain for consideration. The result of this meeting was the determination that the lowest, responsive, responsible bidder is Zoll Medical Corporation (see attachments).



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This purchase is in the FY14 budget. Besides the bid results, attached to this memo are the minutes from the committee meetings. We provided to council previous additional information on committee meeting minutes, a copy of the Invitation to Bid, along with other information on monitor/defibrillator replacements.

### Recommendation:

Approval of the purchase of five (5) cardiac monitor/defibrillators from Zoll Medical Corporation, 269 Mill Road, Chelmsford, Massachusetts 01824-4105 in the amount of \$158,695.55

### Budget Implications:

Does Action Require an Expenditure of Funds: ☒ Yes ☐ No

If Yes, Total Cost: TBD

If Yes, is this a Budgeted Item:

☒ Yes ☐ No ☐ Requires Budget Transfer

If Budgeted, Budget Code (Fund, Dept, Object) 100-2021-990800

### Attachments:

- Bid Clarification Questions
- Bid Price Final
- Original Evaluations
- Masimo Quote 2-14-14
- Monitor Bid Evaluation Committee Meeting #1
- Monitor Bid Evaluation Committee Meeting #2
- Monitor Bid Evaluation Committee Meeting #3
- Monitor Bid Evaluation Committee Meeting #4
- Quantity List for Cardiac Monitor/Defibrillators