



# Agenda Cover Memorandum

Meeting Date: February 10, 2014

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

Item Title: Cardiac Monitor/Defibrillator Replacement Update

Action Requested:

Approval

For discussion

Feedback requested

For your information

Staff Contact: Michael A. Zywanski, Fire Chief

Phone Number: (847) 318-5259

Email Address: mzywansk@parkridgefd.org

Background:

The Fire Department currently utilizes 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. We are seeking replacement of these units. The replacement of these monitors has been on the capital plan project list and discussed at previous meetings. An RFP was created and posted with responses due January 3, 2014. The RFP was reviewed by the City Attorney prior to posting.

The Fire Department held a public bid opening for cardiac monitor/defibrillators 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 Manager. We received three (3) 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. From that meeting, clarification questions were sent to each manufacturer, with a deadline for response of February 10, 2014.

On February 3, 2014, Deputy Fire Chief Sorensen, Battalion Chief Norton, City Attorney Hill, the City Manager, and the Assistant to the Manager met to review the bids and pricing. We expect to have a recommendation for the COW on February 24, 2014.

This purchase is in the FY14 budget.

Recommendation:

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:

- RFP-New Cardiac Monitor/Defibrillators with 12-Lead Electrocardiogram (ECG) Recording

**ADDENDUM #1**

**City of Park Ridge – Invitation to Bid for**

**New Cardiac Monitor/Defibrillators with 12-Lead Electrocardiogram (ECG)  
Recording**

Attached is a revised Appendix E which clarifies that the bid security to be provided should be based on ten percent (10%) of the total bid amount, which includes all warranties and all other costs used in calculating the total bid amount. This receipt of this addendum should be acknowledged by each bidder in its proposal to the City of Park Ridge.

Issued on December \_\_\_\_, 2013

**Revised Appendix E**

**BID SECURITY**

Included with this bid is a bank cashier's check or certified check in the amount of \_\_\_\_\_, being ten percent (10%) of the total amount bid (including all warranties and all other costs used in calculating the total bid amount) by \_\_\_\_\_, the bidder, in favor of the City of Park Ridge. It is hereby agreed that, should bidder be awarded the contract for services contemplated under this bid and fail or refuse to execute a contract for the performance of said services, or to provide the required payment and performance bonds, or letter of credit and certificate of insurance, then this security, in the amount stipulated above, shall be forfeited and may be retained by the City of Park Ridge as liquidated damages and not as a penalty. All bids shall remain firm for a period as specified in the bid documents.

**SUBMITTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_.**

**SEAL** (if corporation)

\_\_\_\_\_

Bidder:

\_\_\_\_\_

\_\_\_\_\_

Bidder's Agent and Agent's Title

\_\_\_\_\_

Title

Note: If bidder is a partnership, the bid must be signed by at least two of the partners.

Note: If bidder is a corporation, the bid must be signed by an authorized officer of the corporation, attested and sealed by the secretary or other authorized officer.

If a corporation, note here the state of incorporation:

Incorporated under the laws of the State of \_\_\_\_\_

Invitation to Bid

New Cardiac Monitor/Defibrillators with 12-Lead Electrocardiogram (ECG)  
Recording

SUBMITTAL DUE:

January 3, 2014

City of Park Ridge

Invitation to Bid – The City of Park Ridge is seeking Bids from qualified vendors for Cardiac Monitors/Defibrillators.

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## CITY OF PARK RIDGE

### Invitation to Bid (ITB) For New Cardiac Monitors/Defibrillators with 12-Lead electrocardiogram (ECG) recording.

#### Section I Notice to Suppliers/Contractors

The City of Park Ridge (City) seeks Bids from qualified respondents for new Cardiac Monitors/Defibrillators with 12-lead ECG recording for the Department's three (3) ambulances, and two (2) ALS Non-Transport vehicles. The City of Park Ridge guarantees a minimum purchase of five (5) Cardiac Monitors/Defibrillators. Bids shall include pricing for purchasing units within two years of the award of this contract. Qualified respondents Cardiac Monitor/Defibrillators shall adhere to the specifications set forth in section 4.2 and meet all current applicable standards (FDA and ACLS). All Bids must be completed in the requested format and shall include any requested optional prices.

Date: December 10, 2013

Bid Due Date: 3:00 p.m. on Friday, January 3, 2014.

Number of Copies: Submit eight (8) copies of Bid. Pricing shall be submitted **separately** on CD.  
Submit copies of Bid and pricing in separate envelopes.  
Submit one (1) CD with PDF version of all documentation.  
**Do not include pricing or proprietary information.**

Mark Return Envelopes as Follows:

1. Bid due date and time
2. Title of ITB

Return Bids To:

City of Park Ridge  
Fire Department  
505 Butler Pl.  
Park Ridge, IL 60068  
Attention: Jennifer Steurer

Bids may not be withdrawn for a period of 90 days after the closing date without the consent of the City.

Any Bid submitted unsealed or unsigned, received via fax transmission or received subsequent to the aforementioned due time and date, shall be disqualified and returned to the respondent.

The City reserves the right to reject any and all Bids or parts thereof, to waive any irregularities or informalities in Bid procedures and to award the contract in a manner best serving the interests of the City.

Bids will be opened in a public forum.

The Contractor may be referred to in this document as Bidder, Successful Bidder, Respondent, Vendor, Firm or Vendor/Contractor.



## **SECTION II INFORMATION TO SUPPLIERS/CONTRACTORS**

### **2.1 OVERVIEW OF THE INVITATION TO BID (ITB)**

Through this ITB, the City hereby solicits Bids from experienced and qualified organizations to provide new cardiac monitors/defibrillators.

This Invitation to Bid seeks Bids to provide for:

- Cardiac monitor/defibrillator with (12) lead Electrocardiogram (ECG),
- Numerous ancillary functions and equipment.
- Battery charging systems, including additional batteries.
- Data management and transmission.
- In-service and continual training for staff.
- Equipment warranty.
- Equipment service plans.
- Multi-year purchase pricing.
- New monitor/defibrillator set-up. .

### **2.2 ORGANIZATIONAL AND SERVICE CHARACTERISTICS**

The Park Ridge Fire Department (PRFD) provides emergency medical service for the residents of the City of Park Ridge

The current area protected by PRFD has an estimated population of more than 37,000 residents covering 7.1 square miles.

The PRFD provides services utilizing two staffed ALS ambulances. In addition PRFD maintains a reserve fleet of one (1) non-staffed advanced life support (ALS) ambulances. This unit is placed in service when a frontline unit is out of service for repairs, during unusually large events such as a mass casualty incident or during certain community events when additional ambulances are needed. To date, two fire apparatus operate as ALS non-transport assist vehicles within Park Ridge.

#### **Emergency Medical Service Information and Statistics**

Park Ridge Fire Department ambulances responded to 2490 calls in 2010, 2548 calls in 2011, and 2639 calls in 2012.

## 2.3 **GENERAL CONDITIONS**

- A. Respondents shall submit Bids in two parts. Part one shall serve as a description of the ITB and the proposed product and/or service to be delivered. Part two shall consist of pricing information. Both parts shall be submitted in separate sealed envelopes, inserted in a larger sealed envelope. Pricing information shall be provided on a CD completed in Excel format. Both envelopes shall be clearly marked with the words “Cardiac Monitor/Defibrillator Bid”. The outer envelope shall be addressed “Administrative Assistant, City of City of Park Ridge, Park Ridge Fire Department, 505 Butler Place, Park Ridge IL 60068.” Include a return address on both envelopes. Bids received after the specified time and date will be returned unopened. Bids submitted unsealed or unsigned, received via fax transmission or received via e-mail shall be disqualified and returned to the respondent. Bids shall include the City Bid form and shall be returned. All Bids submitted shall be binding for ninety (90) calendar days following the date of the bid opening.
  
- B. Each firm shall furnish the information required for each item as numbered or lettered in the ITB.
  
- C. All Bids must be signed with the firm name and by the authorized officer or employee of the company. Respondents must submit eight (8) printed copies of their response and eight (8) CD’s with pricing information. Respondents shall separately provide one (1) CD with a PDF version of all Bid documentation.
  
- D. Bids will be opened in a public forum.
  
- E. The City is exempt from the Illinois Occupational Tax and from Federal Tax. An exemption certificate will be furnished for the latter upon request.
  
- F. Each respondent shall make an accurate statement in the Bid of the minimum number of calendar days in which delivery can be made.

## 2.4 **INVITATION TO BID:**

- A. Definition: Invitation to Bid (ITB) is a method of procurement. Bids will be opened in public and evaluated in private. Award will be based on the criteria set forth herein.

- B. Familiarity with Conditions: Firms shall become familiar with all conditions, instructions and specifications governing the Bid. Once the award has been made, failure to have read all the conditions, instructions and specifications of this Invitation to Bid, and any subsequent contract, shall not be cause to alter the original contract or request additional compensation.
  
- C. Discussion of Bids: Subject to limited exceptions, it is intended that Bids will be evaluated without public discussion. Hence, Bids should be initially submitted on the most complete and favorable terms which firms they are capable of offering to the City.
  
- D. The City reserves the right, as may be permissible by law, to negotiate specifications, terms and conditions, which may be necessary or appropriate to the accomplishment of the purpose of this ITB. The City will require the ITB and the firm's entire Bid be made an integral part of the resulting contract. All responses, supplemental information, and other submissions provided by the firm will be contractually binding on the successful firm.
  
- E. If the City determines a firm's Bid to be unacceptable; such firm shall not be afforded an additional opportunity to supplement its Bid.
  
- F. Based upon the public nature of these ITB's, a firm must inform the City, in writing, of the exact materials in the offer, which cannot be made a part of the public record in the accordance with the Illinois Freedom of Information Act. After the award of the contract, all responses, documents and materials submitted by the firm pertaining to this ITB will be considered public information and will be made available for inspection, unless otherwise determined by the City. All data, documentation and innovations developed as a result of these contractual services shall become property of the City.

## **2.5 TERMS AND CONDITIONS**

### **TERMS AND CONDITIONS FOR REQUEST FOR BID**

- A. This Invitation to Bid is issued pursuant to applicable provisions of the State of Illinois and the City.
  
- B. Interested firms are expected to examine the specifications, schedule of delivery, and all instructions. Failure to do so will be at the firm's risk.

- C. The City reserves the right, at its sole discretion, to use without limitation any and all information, concepts and data submitted in response to this ITB or derived by further investigation thereof. The City further reserves the right to interview only those firms it determines will provide the most advantageous services to the City.
- D. Each firm shall furnish the information required for each item as numbered or lettered in the ITB.
- E. A contract will be awarded to that responsible firm whose submittal, conforming to the ITB; will be most advantageous to the City, taking into consideration price and the evaluation criteria set forth herein.
- F. The City reserves the right to reject any or all qualifications and to waive informalities and minor irregularities in Bids received, and to accept any portion of or all items proposed if deemed in the best interest of the City to do so.
- G. No submittal shall be withdrawn for a period of ninety (90) days subsequent to the opening of Bids without the consent of the City.
- H. Late or unsigned Bids will not be accepted or considered. It is the responsibility of each firm to insure that the Bid arrives prior to the time indicated in the "Request for Bid."
- I. The proposed price shall be exclusive of any Federal or State taxes from which the City is exempt by law.
- J. Any interpretation, correction or change of the ITB documents will be made by addendum. Interpretations, corrections and changes of the Bid documents made in any other manner will not be binding, and a Firm may not rely upon such interpretations, corrections, and changes. The City's representative will not be responsible for oral clarification.
- K. Confidential/Proprietary Information: Any restrictions on the use or inspection of material contained within the Bid and any resulting contract shall be clearly stated in the Bid itself. Confidential and proprietary information must be readily identified, marked and separated/packaged from the rest of the Bid. Co-mingling of confidential/proprietary and other information is NOT acceptable. Neither a Bid, in its entirety, nor Bid price information will be considered confidential/proprietary. Any information that will be included in any resulting contract cannot be considered confidential.

- L. Selection criteria refers to the qualifications that the City would require in order to award a contract for services, or qualifications that the City intends on using to evaluate respondents. At a minimum, Respondents must provide all requested information in this ITB.
- M. The staff's evaluation shall be forwarded to the City of Park Ridge City Council for due consideration in determining the final award of the ITB. It shall serve as a non-binding guideline to advise the Council on the relative merits of each Bid reviewed.
- N. Monitor Specifications refers to the proposed Monitor/Defibrillators meeting the minimum specifications listed in Section IV, item 4.3, sub-parts 1-9.
- O. Completeness of Bid refers to the Contractor/Vendors response to this ITB. The firm's ability to comply with all requirements set forth in Section III, Rules and Procedures, Section IV, performance requirements, the inclusion of all required documentation and statements.
- P. Warranty and Service refers to the Contractor/Vendors warranty and service offered on the proposed Monitor/Defibrillators, criterion includes: length of warranty, parts and labor covered under the warranty, exclusions of warranty, availability of warranty service agent(s), turnaround time on warranty repairs, availability of loaner Monitor/Defibrillators, service options available after the warranty expires and authorized service agents.
- Q. Data transmission refers to the proposed Monitor/Defibrillator capability to transmit data, criterion include: the current ability to transmit 12 lead ECG to local hospitals via cellular, Bluetooth and Wi-Fi, the current ability for multiple authorized personnel and/or agents to access the 12 lead ECG or other transmitted information from a secured portal and the ability to transmit data, including ECG, NIBP, SPO2, capnography wave form or any other parameter available on the proposed unit into the ePCR (currently Image Trend Field Bridge version 5.9) via Wi-Fi, Bluetooth or USB connection.
- R. Functions/Field Evaluation refers to the proposed Monitor/Defibrillators functions found practical for field use. Criterion include: visibility of screen, ease of use and reliability of monitoring, defibrillation, and pacing, synchronized Cardioversion, NIBP, capnography, SpCO, SpO<sup>2</sup> and CPR assistance. Scoring will be based on consensus of the review committee and field evaluations.
- S. Cost refers to all fees and costs associated with execution of the contract. Costs include: Base monitors, all ancillary functions and equipment, warranty and service plans. Each participating agency may require

different specifications, in order to best calculate cost all cost Bids shall be provided in an Excel Spreadsheet with the base monitor and all ancillary functions and equipment listed separately. (Please note that price is only one factor for consideration of award).

- T. Each bidder must submit with his or her bid a cashier's or certified check in an amount of ten percent (10%) of the total bid. This shall be payable to the City as a guarantee that the successful bidder will supply services as specified. The proceeds of any bid guarantee shall become the property of the City if the successful bidder, within 30 days after the opening of bids, withdraws the bid or if on notice of award refuses or is unable to comply with the contract requirements.

## **2.6 ADDENDUM**

The City may issue addenda to the ITB after its release date. All potential Firms receiving copies of the ITB will receive any addenda issued.

## **2.7 GENERAL GUARANTY**

The Bidder agrees to (a) hold the City, its agents and employees harmless from liability of any nature of kind for the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented, invention, article or appliance furnished or used in the performance the contract which the Bidder is not the patentee, assignee, licensee, or owner; (b) pay for all licenses, permits and fees and give all notices and comply with all laws, ordinances, and rules of the City of Park Ridge and the State of Illinois; (c) indemnify the City and its agents against all claims of personal injury, death, and/or property damage arising out of this contract.

## **2.8 ASSIGNMENT**

The contract awarded pursuant to this ITB or any part thereof, and any funds to be received hereunder by the Bidder shall be subject to the approval of the City of Park Ridge City Council.

## **2.9 DEFAULT**

The contract may be cancelled or annulled by the City in whole or part by written notice of default to the Bidder upon nonperformance or violation of contract terms. An award may be made to the recommended Bidder. The defaulting Bidder shall be liable to the City and its agents for costs to the City in excess of the defaulted contract prices. The Bidder shall continue the performance of this contract to the extent not terminated under the provision of this clause. Failure of

the Bidder to deliver materials or services within the time stipulated on his or her Bid, unless extended in writing by the City, shall constitute contract default.

**2.10 INSURANCE**

Detailed insurance requirements are included under section IV performance requirements. The Bidder shall secure and maintain in effect at all times, at his or her expense, insurance of the following kinds and limits to cover all locations of the Bidder's operations, naming the City of Park Ridge as an additional insured. The Bidder shall furnish certificates of Insurance to the City before the execution of any awarded contract. All insurance policies shall include a non-cancellation clause provision preventing cancellation without written notice to the City. In case of insurance cancellation, Bidder shall obtain a new insurance policy in compliance with the paragraph prior to the effective date of cancellation.

**2.11 CERTIFICATE OF COMPLIANCE**

All Bidders are required to complete the Certificate of Compliance (attached) as per the Illinois Compiled Statutes Ch. 65, Sec. 11-42.1-1, which will be returned with the Bid.

**2.12 HEALTH AND SAFETY ACT**

All work under this contract shall comply with the Occupational Safety and Health Act (OSHA) of 1975, and all other federal, state or local statutes, rules or regulations affecting the work done under the contract.

**2.13 EXECUTION OF CONTRACT AND INSURANCE**

The successful Bidder, within ten (10) business days after acceptance of the Bidder's offer by the City, shall execute all requested contract documents and supply satisfactory evidence of required insurance. In the event that the Bidder fails to furnish required documents and insurance within ten (10) business days after acceptance of the Bidder's offer by the City, then the City's acceptance of the offer shall automatically terminate.

**2.14 EQUAL OPPORTUNITY EMPLOYER**

The City is an equal opportunity employer, and all Bidders are required to be equal opportunity employers as defined by all applicable state and federal laws and regulations.

**2.15 CERTIFICATE OF NON-DISQUALIFICATION**

All Bidders are required to submit a completed certificate of Non-Disqualification (attached), as required under Illinois Compiled Statutes, Ch 720, Sec. 33 E-11.

**2.16 PROVISIONS OF PARK RIDGE MUNICIPAL CODE**

All Bids and contracts shall be in accordance with Article 2, Chapter 9, Section 2-9-9, subsection E – Competitive Sealed Bids of the City of Park Ridge Illinois Municipal code, as from time to time amended, which shall take precedence over and control all aspects of this contract and which are incorporated herein by reference.

**2.17 SURVIVAL**

The provisions hereof shall survive but not necessarily merge with the resulting contract awarded to the successful Bidder; and the submission of a Bid shall be deemed as acceptance of these terms.

**A. CERTIFICATE OF COMPLIANCE WITH SAFETY STANDARDS**

All Bidders are required to submit a completed Certificate of Compliance with Safety Standards (attached).

**B. CERTIFICATE OF COMPLIANCE WITH PUBLIC ACT 87-1257 OF ILLINOIS HUMAN RIGHTS ACT**

All Bidders are required to submit a completed Certificate of Compliance with Public Act 87-1257 of the Illinois Human Rights Act (attached).



**SECTION III**  
**RULES AND PROCEDURES GOVERNING**  
**BID PREPARATIONS AND SUBMITTAL**

**3.1 INTRODCUTION**

This section describes the rules and procedures that guide the Bid process. These terms are considered mandatory requirements and failure by the Bidder to adhere to them may result in elimination from further consideration of the Firm in the Bid selection process.

**3.2 PRE-SUBMISSION PROCEDURES**

**A. REQUEST FOR INFORMATION**

This ITB is being issued by the City. The City reserves the right to issue addenda if required.

Submission of a Bid shall be considered acknowledgement that the Firm is familiar with and understands the solicitation, its terms, and general conditions under which this Contract will be awarded, administered, and performed. The City will not be responsible for any interpretations or misinterpretations of any oral instructions by the Bidder.

**B. EVALUATION AND SELECTION SCHEDULE**

- List of Scheduled meeting times and locations.
  - ITB Released December 10, 2013
  - Bid Due Date January 3, 2014
  - Bid Review and Evaluation January 20 – 24, 2014
  - Firm Presentations (optional)  
at the discretion of the City January 28, 2014
  - Provider Selection February 10-17, 2014
  - Complete Contract TBD
  - Contract Start date TBD

**C. BID RESPONSE FORMAT**

The City requires that submitted Bids adhere to the following format to simplify the review process. Failure to follow the required format or to respond to each specification may result in rejection of the Bid. The following basic formatting rules shall be followed:

1. Bids shall include a table of contents listing all sections, figures and tables.
2. Please submit financial reports in a separate, easily identifiable area of your Bid package. *\* Any restrictions on the use or inspection of material contained within the Bid and any resulting contract shall be clearly stated in the Bid itself. Confidential/proprietary information must be readily identified, marked and separated/packaged from the rest of the Bid. Co-mingling of confidential/proprietary and other information is NOT acceptable. Neither a Bid, in its entirety, nor Bid price information will be considered confidential/proprietary. Any information that will be included in any resulting contract cannot be considered confidential.*
3. Major divisions or sections, and appendices must be separated by a labeled index tabs.
4. Pages shall be singled-sided, single spaced, and numbered.
5. Must be in outline form that corresponds with this request for Bid. Each section, subsection and item should be specifically identified and addressed.

The paragraphs below discuss the contents and level of detail expected for each technical Bid section.

Include a brief executive summary of the major facts or features of the Bid, including any critical conclusions, assumptions, and recommendations. This section should include a summary of the proposed system suitable for reading by a non-technical audience and senior management. **Do not include any pricing information in your summary.**

Provide the following information relative to your company. If a joint venture, the same information must be provided for each member of the joint venture or sub-contractor.

- Firm name and business address, including telephone number
- Year established (include former firm names and year established, if applicable)
- Type of ownership and parent company, if any.

### **3.3 TERM OF AGREEMENT**

The City seeks to replace its current inventory of cardiac monitor/defibrillators. The City will make a minimum purchase of five (5) cardiac monitor/defibrillators.

The awarded contract shall include pricing for purchasing units for a minimum of two years after the contract is awarded.

### **3.4 EXPERIENCE**

At a minimum, the description must provide the following experience information:

- a- Organization name
- b- Authorized contact person
- c- Address and telephone number

Note: If firm is a corporation, set forth the legal name of the corporation together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation. If firm is a partnership, set forth the name of the firm together with the signature of the partner or partners authorized to sign contracts on behalf the partnership.

- d- Company history, including how long firm has been producing cardiac monitor/defibrillators.

### **3.5 REFERENCES**

Firm's Bid shall include a list of similar services provided by the respondent to pre-hospital EMS providers, preferably organizations within a 25 mile radius of Park Ridge within the last five (5) years. References may or may not be reviewed or contacted as the discretion of the City. The City reserves the right to contact references other than, and or in addition to, those furnished by firm.

### **3.6 ALTERNATIVE SOLUTIONS**

Firm's Bid must address and meet all the requirements described in the ITB. In addition, firm may provide creative solutions. If the Firm's Bid does not provide compliance with particular numbered specifications, the Firm must explain and document how the proposed solution eliminates the need for compliance with a particular specification. The City will take this information into account in the Bid review process.

### **3.7 BID BINDING**

All Bids submitted shall be binding upon the applicant firm for 90 calendar days from the Bid submission deadline. No Bids may be withdrawn during this 90-day period. Negligence on the part of the respondent in preparing the Bid confers no right of withdrawal after the time fixed for the submission of Bids.

### **3.8 BID SIGNATURE**

A contract for the successful applicant firm using the name exactly as it appears on the Bid shall be prepared upon approval by the City of Park Ridge City Council. Therefore, it is absolutely necessary that the applicant firm sign the Bid using correct and complete legal names and titles.

### **3.9 INCLUSION IN AGREEMENT**

It is expressly understood by the applicant firms that this ITB and Firm Bids may be attached and included by reference in an Agreement signed by the City and a successful firm for purchase of proposed products and services.

### **3.10 ACCEPTANCE BY THE CITY OF PARK RIDGE**

The City reserves the right to accept or reject any and all Bids, or parts of Bids; waive technicalities or formalities. The City may recommend the award on merit and/or features of design, appropriateness, and delivery as to be in the City's best interest. Unless all Bids are rejected or the solicitation is canceled, the contract is to be awarded to the firm whose Bid, in the opinion of the City, best meets the requirements and criteria set forth in this solicitation. The Bids as submitted shall be incorporated into the final contract acceptance document. No Bid shall be considered binding upon the City until a contract has been awarded.

### **3.11 NOTICE OF AWARD**

Notice of award will be issued to the successful firm by letter within 14 calendar days after selection. The Firm must submit its Certificate of Insurance to City for acceptance. Failure to submit these forms within the above stated period may result in termination of this contract and award to the next best Firm.

### **3.12 NEWS RELEASES**

The Contractor shall not release information or announcements regarding the award of the procurement to any public or private news media without prior approval of the City.

### **3.13 CONTRACT DOCUMENTS**

It is expressly understood by the Firms that written notice of award by the City will constitute acceptance of the Bid offered. The documents which will constitute the Contract between the parties shall include at a minimum these instructions to the firms: the detailed specifications, any addenda to the ITB, any or all documents required to be submitted by any of the foregoing, any licensing and inspection forms, and all additional materials submitted by the Firm.

## **SECTION IV PERFORMANCE REQUIREMENTS**

### **4.1 INTENT OF SPECIFICATIONS**

It shall be the intent of these specifications to describe and provide complete requirements for Cardiac Monitor/Defibrillators with twelve (12) Lead Electrocardiogram (ECG) as detailed within. Each Bid response shall be in the same sequence as these specifications to allow the review committee to easily compare Bids. An exception to the specifications may be granted if they are equal to or superior to that specified, provided they are listed and fully explained on a separate page entitled "Exceptions to Specifications".

### **4.2 MINIMUM SPECIFICATIONS OF THE MONITOR /DEFIBRILLATORS**

The list provided below is illustrative of critical primary minimum specifications only. Failure to meet these minimum specifications will result in the Contractors response declared unacceptable. Minimum specifications of the monitor/defibrillator include:

1. FDA compliant.
2. The monitor/defibrillators shall incorporate twelve (12) lead ECG acquisition and analysis.
3. Dual mode display screen visible in bright sunlight and darkness.
4. Operating controls shall be protected from material ingress due to environmental contaminants (foreign solid objects and liquids) per IEC 60529.
5. Unit shall withstand minimum shock tests per IEC 68-2-7.
6. Unit shall meet or exceed UL 2601-1 standards.
7. Unit shall withstand vibration test per MIL-STD 810G.
8. Unit shall operate in a temperature range of 0 – 50 degrees centigrade and relative humidity range of 5 – 95 percent.
9. Unit shall operate under an atmospheric pressure range of -300 to +15,000 feet (594 to 1060 mBar).
10. All patient connections shall be electrically isolated and shall meet all IEC, UL and AAMI safety requirements.
11. The unit will perform as expected in the presence of other electronic devices or other sources of electromagnetic interference in the intended environment of use. The unit shall comply with industry related standards for electromagnetic compatibility, electromagnetic immunity and electrostatic discharge.
12. The unit shall have a visual and audible warning indicating low battery levels.
13. Battery capacity shall produce the following minimum operating criteria.
  - a. 150 minutes of continuous ECG monitoring.

- b. 30 defibrillation shocks at maximum level.
- c. 120 minutes of continuous ECG monitoring and pacing.
- 14. Manual mode for performing manual defibrillation and synchronized cardioversion.
- 15. Noninvasive pacing.
- 16. The unit shall have the capacity to access an external 110V AC power source in the event of battery failure.
- 17. ECG and vital sign monitoring.
- 18. "Archive" mode for storing patient information.
- 19. Monitor/Defibrillator shall monitor ECG with multiple lead/wire cables configured to facilitate specific ECG's required by the Paramedic.

### 4.3 ANCILLARY AND SUPPORT SPECIFICATIONS

Numerous ancillary and support specifications are required or desired.

#### A. GENERAL SPECIFICATIONS

- a. The Contractor/Vendor shall provide the overall dimensions and weight, inclusive of all peripherals, defibrillator cables, battery(s) and supplied option accessories in protective carrying case of the proposed unit.
- b. The Monitor/Defibrillator shall include a protective carrying case with a minimum of dual storage pockets for all cables.
- c. **Monetary Bids for carrying case(s) shall be provided in the respondents cost Bid only.**
- d. The Monitor/Defibrillator shall include an installed apparatus/vehicle mounting bracket.
- e. **Monetary Bids for mounting bracket(s) shall be provided in the respondents cost Bid only.**
- f. The Contractor/Vendor shall provide the dimensions of the monitor screen; diagonal screen measurement and total square inches.

#### B. TWELVE (12) LEAD

- a. The Monitor/Defibrillator shall have the capacity to monitor the ECG while acquiring a simultaneous diagnostic twelve (12) lead.
- b. The Monitor/Defibrillator shall incorporate a twelve (12) lead ECG analysis program, which will interpret the ECG with a statement on screen and print out equivalent to **\*\*\*ACUTE MI SUSPECTED\*\*\*** or similar suspected diagnosis.
- c. **Any cost for accessories or parts required for 12-lead monitoring and analysis shall be detailed in the Contractor/Vendor's cost Bid.**

**C. PULSE OXIMETRY**

- a. The Monitor/Defibrillator shall incorporate pulse oximetry (SpO<sup>2</sup>) monitoring.
- b. The Monitor/Defibrillator shall measure and display SpO<sup>2</sup> values.
- c. The Monitor/Defibrillator shall have an adjustable alarm that can be turned off in the field setting.
- d. The Monitor/Defibrillator shall include a minimum of two (2) cables and reusable sensors for adult and pediatric pulse oximetry.
- e. The Monitor/Defibrillator shall measure SpO<sup>2</sup> values for adult and pediatric patients.
- f. The Contractor/Vendor shall submit all specifications of the proposed pulse oximetry equipment and any data validating the accuracy of the proposed oximetry feature.
- g. **Any cost for accessories or parts required for pulse oximetry shall be detailed in the Contractor/Vendor's cost Bid.**

**D. NONINVASIVE CARBON MONOXIDE (SpCO)**

- a. The Monitor/Defibrillator shall incorporate noninvasive carbon monoxide (SpCO) monitoring.
- b. The Monitor/Defibrillator shall measure and display SpCO values.
- c. The Monitor/Defibrillator shall include a minimum of two (2) cables and reusable sensors for adult and pediatric noninvasive carbon monoxide monitoring.
- d. The Monitor/Defibrillator shall measure SpCO values for adult and pediatric patients.
- e. The Contractor/Vendor shall submit all specifications of the noninvasive carbon monoxide equipment and any data validating the accuracy of the noninvasive carbon monoxide feature.
- f. **Any cost for accessories or parts required for noninvasive carbon monoxide monitoring shall be detailed in the Contractor/Vendor's cost Bid.**

**E. MONITOR DISPLAY**

- a. The Monitor/Defibrillator shall display heart rate, blood pressure and programmable vital signs on screen.
- b. The Monitor/Defibrillator shall display heart rate between zero (0) and (300) three hundred beats per minute on screen.

**F. ALERT SYSTEM**

- a. The Monitor/Defibrillator shall have an alert or alarm system to notify the operator to check patient. The Monitor/Defibrillator alarm system

shall allow the operator to manually program and disable the alarms. Examples of alarm settings include but are not limited to: if a shockable ECG rhythm is detected, vital signs outside of normal parameters and changes in ECG rhythm.

#### **G. DEFIBRILLATOR**

- a. The Monitor/Defibrillator shall be a portable DC powered multi-parameter defibrillator/monitor.
- b. The Monitor/Defibrillator shall defibrillate using a Biphasic Waveform.
- c. The Defibrillation shall be through cable-electrode configuration for both adult and pediatric patients.
- d. The Monitor/Defibrillator shall include two (2) defibrillation cables and six (6) sets of electrodes, four (4) for adults and two (2) for pediatric patients.
- e. The Monitor/Defibrillator shall provide synchronized and unsynchronized cardioversion in a variety of joule settings for both adult and pediatric patients.
- f. The Monitor/Defibrillator shall, while in the manual mode, allow the operator to select a wide range of energy settings.
- g. The Monitor/Defibrillator shall have a charge time of not greater than ten (10) seconds for (200) two hundred joules.
- h. The Contractor/Vendor shall submit all specifications of the proposed defibrillator equipment and any data validating the accuracy of the proposed defibrillator.
- i. The Contractor/Vendor is encouraged to submit any information regarding features and/or benefits that their defibrillator provides.

#### **H. RECORDER**

- a. The Monitor/Defibrillator shall allow the operator to configure manual and automatic printing.
- b. The Monitor/Defibrillator shall have the ability to print a “code or call” summary.
- c. The Monitor/Defibrillator shall include a minimum of five (5) spare rolls of printer paper.
- d. The Contractor/Vendor is encouraged to submit any information regarding features and/or benefits that their recorder provides.

#### **I. EXTERNAL PACING**

- a. The Monitor/Defibrillator shall operate in demand and non-demand pacing mode.



- b. The Monitor/Defibrillator shall generate pacing pulses at a rate of forty (40) to one hundred seventy (170) bpm.
- c. The Monitor/Defibrillator shall provide accuracy of the pacing output rate not to exceed +/- 1.5% over the entire range.
- d. The Monitor/Defibrillator shall allow the operator to select the pacing output current from 0 – 200 mA.
- e. The Contractor/Vendor shall submit all specifications of the proposed pacer equipment and any data validating the accuracy of the proposed pacer feature.
- f. The Contractor/Vendor is encouraged to submit any information regarding features and/or benefits that their pacer provides.
- g. **Any cost for accessories or parts required for external pacing shall be detailed in the Contractor/Vendor's cost Bid.**

**J.**

**CAPNOGRAPHY**

- a. The Monitor/Defibrillator shall incorporate capnography using micro-stream technology.
- b. The Monitor/Defibrillator shall provide end tidal CO<sup>2</sup> monitoring with digital and waveform display located on the same screen as the ECG monitor.
- c. The Monitor/Defibrillator shall be equipped with a minimum of five (5) sets of all the necessary cables and attachments to perform this function.
- d. When activated, the current end tidal CO<sup>2</sup> value, with appropriate date and time stamp, shall print on the unit's ECG print out on each action.
- e. The Monitor/Defibrillator shall measure CO<sup>2</sup> pressures in range 0-99mmHg.
- f. The Monitor/Defibrillator shall be able to display a respiratory rate between zero (0) and ninety nine (99) breaths per minute.
- g. The Monitor/Defibrillator initiation time shall not exceed twenty (20) seconds.
- h. The Monitor/Defibrillator shall provide end tidal CO<sup>2</sup> monitoring for adult and pediatric patients.
- i. The Contractor/Vendor shall submit all specifications of the proposed capnography equipment and any data validating the accuracy of the proposed capnography feature.
- j. The Contractor/Vendor is encouraged to submit any information regarding features and/or benefits that their capnography provides.
- k. **Any cost for accessories or parts required for capnography shall be detailed in the Contractor/Vendor's cost Bid.**

**K.**

**NONINVASIVE BLOOD PRESSURE (NIBP)**

- a. The Monitor/Defibrillator shall measure systolic, diastolic and mean arterial pressure and shall be capable of displaying blood pressure values in millimeters of mercury.
- b. The Monitor/Defibrillator shall be capable of acquiring a blood pressure within thirty (30) seconds.
- c. The Monitor/Defibrillator shall have the capability to do automatic recurring measurements.
- d. The Monitor/Defibrillator shall have the capability to acquire NIBP for adults, large adults and pediatric patients.
- e. The Monitor/Defibrillator shall be equipped with a minimum of two (2) NIBP cuffs for adults, large adults and pediatric patients.
- f. The Contractor/Vendor shall submit all specifications of the proposed NIBP equipment and any data validating the accuracy of the proposed NIBP feature.
- g. The Contractor/Vendor is encouraged to submit any information regarding features and/or benefits that their NIBP provides.
- h. **Any cost for accessories or parts required for NIBP shall be detailed in the Contractor/Vendor's cost Bid.**

**L.**

**BATTERY CHARGING SYSTEM**

- a. The Monitor/Defibrillator shall be equipped with a minimum of four (4) batteries that are easily replaced in the field.
- b. The Monitor/Defibrillator batteries shall have a battery(s) gauge/meter showing battery capacity and state of charge, or on screen display of Monitor/Defibrillator.
- c. The Monitor/Defibrillator shall be provided with a battery support/charging system. Charging system shall be capable of charging/conditioning more than one battery at a time. Charger shall test, charge, recondition and alert the user of a failed capacity test.
- d. The Contractor/Vendor shall provide specific data on battery support system, charging cycles and conditioning for each battery.
- e. The Contractor/Vendor is encouraged to submit any information regarding features and/or benefits that their battery charging system provides.
- f. **Any cost for accessories or parts required for the battery charging system shall be detailed in the Contractor/Vendor's cost Bid.**

**M.**

**DATA MANAGEMENT**

- a. The Monitor/Defibrillator shall have the ability of wireless transmission of a twelve (12) lead report to fax machines, PDA's, E-

mail, Smart Phones, cellular phones etc. There shall be acknowledgement that the twelve (12) lead transmissions was successful at the device and provide confirmation that the report was received by the STEMI Receiving Center, Hospital or server.

- b. The Monitor/Defibrillator shall have a Bluetooth, USB connection or equivalent modem to interface with the Park Ridge Fire Department Laptop Patient Care Reporting equipment. (Currently using Field Bridge).
- c. The Monitor/Defibrillator shall capture and electronically store patient data; events (including waveforms annotations and capnography), continuous ECG waveform records and diagnostic twelve (12) lead report in the internal memory.
- d. The Monitor/Defibrillator shall provide option of transmitting data reports. There shall be acknowledgement that the 12-lead transmission was successful at the device.
- e. Any Transmitted reports must be able to be received by fax, PDA, personal computer, etc.
- f. The Monitor/Defibrillator shall provide means to manage archived patient records.
- g. The Monitor/Defibrillator shall minimally allow the operator to store the following report options:
  - i. Initial ECG
  - ii. "Code" Summary
  - iii. Auto vital sign measurements every five minutes and when alarm limits are exceeded.
  - iv. Vital signs—include patient information, event and vital signs log.
- h. The Contractor/Vendor is encouraged to submit any information regarding features and/or benefits that their data management system provides.
- i. **Any cost for accessories or parts required for data management shall be detailed in the Contractor/Vendor's cost Bid.**

## N.

### PERSONNEL TRAINING

- a. The Contractor/vendor shall provide all appropriate training and training materials and videos. Training and training materials include but are not limited to: multiple live in-service training as described in Section IV, part 4.3, section M, subsection C, follow-up site visits for members unable to attend in-service training, onsite training for any equipment upgrades and owner manuals in print and electronic form.
- b. The Contractor/vendor shall provide technical support to the City.
- c. The Contractor/vendor shall provide onsite training for all personnel. Class shall consist of a minimum of two classes per shift. Class shall be held on agreed upon dates and location within ten (10) days of delivery of Monitors/Defibrillators.

**O.**

**WARRANTY/SERVICE**

- a. The Contractor/Vendor shall provide, in detail, all items including parts and labor covered under the warranty.
- b. The Contractor/Vendor shall provide, in detail, all items excluded and voidable actions under the warranty.
- c. The Contractor/Vendor shall provide a loaner Monitor/Defibrillator, on a one for one basis for any warranty repairs. This requirement may be waived on a case by case basis if same day, on site repair is available.
- d. Any Monitor/Defibrillators requiring factory service shall be performed on site or have a maximum fourteen (14) day turnaround, and a replacement Monitor/Defibrillator will be delivered to the affected agency within 24 hours of notification.
- e. The Contractor shall supply a list of licensed service centers or service contractors authorized to provide warranty repair service located within the greater Chicagoland area.
- f. The Monitor/Defibrillators shall have a warranty for a period of not less than one (1) year from the date of acceptance, except for those components which may carry longer warranties.
- g. Under this warranty, the Contractor/Vendor agrees to cover parts and labor to replace any part failure and repair all problems with the unit that fails due to normal use and wear and tear.
- h. The Contractor/Vendor shall provide a “Single Point of Contact” to handle any and all warranty issues.
- i. The Contractor/Vendor shall provide the average response time for service agents after notification. Response time includes making contact with the affected agency and performing the required service. This includes warranty service requests and service requests after the warranty has expired (if applicable).
- j. The Contractor/Vendor shall provide, in detail, parts, labor and any other items covered or excluded under the Contractor/Vendor proposed service contract (if applicable).
- k. **Monetary Bids for extended warranty and/or service contracts shall be provided in the respondents cost Bid only.**

**P.**

**TRADE-IN**

- a. The Contractor/Vendor shall provide a trade-in value to include monetary value for existing Zoll M Series monitor/defibrillators. The amount determined may be credited towards the purchase of new Monitor/Defibrillators. The City reserves the right to not trade-in the current units depending on value credit offered.
- b. **Any monetary trade-in Bid shall be provided in the respondents cost Bid only.**

- c. Contractor/Vendor may provide alternative options for the trade-in of existing Monitor/Defibrillators listed in 4.3, Paragraph P section A.
- d. **Any monetary alternative trade-in Bid shall be provided in the respondents cost Bid only.**

**Q. CPR**

- a. The Contractor/Vendor shall provide, in detail, any CPR assistance feature available on the proposed Monitor/Defibrillator.
- b. **Any cost for accessories or parts required for CPR assistance shall be detailed in the Contractor/Vendor's cost Bid.**

**R. ACCESSORIES**

- a. Contractor/Vendor shall provide a complete list and detailed function for all parts and or accessories that would normally be used in the field.
- b. **Accessories and parts pricing shall be detailed in the Contractor/Vendor's cost Bid.**

**S. OTHER REQUIREMENTS**

- a. The Contractor/Vendor agrees to provide any "NEW" additions (add-ons) to the product that were not available at time of agreement to the City at no cost for a period of one year from date of delivery.
- b. The Contractor/Vendor will provide the City with an agreement to provide full trade in value cost (toward replacement upgrade) if 'within' two (2) years the Vendor releases a "next generation" or improved product.

**T. DELIVERY**

- a. The Monitor/Defibrillators shall be delivered by the Contractor/Vendor to the City within sixty (60) days of receipt of signed contract.

**U. EXPLANATION AND VARIANCES**

- a. Contractor/Vendor is encouraged to include any other non-specified features and/or benefits that their product provides. The City is requesting a Monitor/Defibrillator that is the most "up to date" available to meet the rapidly increasing demands of pre-hospital advanced life support field care.

**4.4 INSURANCE**

At all times during the term of the contract, and throughout any extension periods, the Contractor/Vendor shall maintain insurance coverage in accordance with the City Certificate of Insurance Requirements. The City and its member agencies shall be designated as an additional insured on all policies. All such insurance shall be furnished by an insurance carrier appropriately licensed to write such policies, and acceptable to the City.

All Contractors, Manufacturers/Distributors, and Suppliers shall be required to carry and evidence insurance coverage with a standard Accord Certificate of Insurance with minimum limits applicable. The Contractor/Vendor shall require all its sub-contractors to maintain insurance applicable to the sub-contractors as described below:

**A. MINIMUM INSURANCE REQUIREMENTS AND LIMITS**

<i>Coverage</i>		<i>Limits</i>
a. Automobile Liability single limit	\$1,000,000	Combined
b. Commercial General Liability*	\$1,000,000	Per occurrence
	\$2,000,000	General aggregate
c. Workers Compensation (Employers' Liability)	\$ 500,000	Per Accident
	\$ 500,000	Disease limit
	\$ 500,000	Each Disease
d. Umbrella Liability	\$5,000,000	Limit

**B. CANCELLATION OR ALTERATION**

The policies of insurance required by this exhibit shall provide that they cannot be cancelled or altered in any way changing coverage except after 30 days' prior written notice by certified mail to owner.

**C. WORKERS COMPENSATION**

Workers' Compensation and General Liability Waiver of Subrogation in favor of the City.

**D. INSURANCE CERTIFICATES**

- a. Must be submitted ten (10) days prior to any work being performed to allow review of certificates.
- b. Certificates not meeting requirements must be revised and resubmitted within fifteen (15) days or the subcontractor will not be allowed on the jobsite.

**E. ADDITIONAL INSURED AND BROAD FORM VENDORS LIABILITY**

The City must be named as an Additional Insured with the following wording appearing on the Certificate of Insurance: “The City of Park Ridge and any official, trustee, director, officer, or employee of the City (plus any holder or mortgage as designated by the City) as to any and all projects, as an Additional Insured for the Commercial General Liability as respects any and all projects for any work being performed and this coverage will be primary and noncontributory.”

**F. MINIMUM INSURANCE CARRIER**

All contractors, manufacturers/distributors, and suppliers’ insurance carriers must comply with the minimum A.M Best rating of A-VI for all insurance carriers.

**4.5 AUDITS AND INSPECTIONS**

The City may make audits of all contracts, invoices, materials and other data related to all matters covered by this contract.

**4.6 COST OF ENFORCEMENT**

If the City should institute litigation against the Contractor to secure its rights pursuant to this contract, the actual and reasonable costs of litigation incurred by City, including reasonable attorney’s fees, shall be paid for or reimbursed by the Contractor.

**4.7 RIGHTS AND REMEDIES NOT WAIVED**

Failure of the City to act upon a breach of contract, whether such a breach is material or not, shall in no event be considered acquiescence to the breach, or waiver of the City’s right to enforce any provision of the contract.

#### **4.8 MODIFICATIONS**

The City reserves the right, as permitted by law, to negotiate further with the Contractor the terms of this Agreement resulting from the ITB, prior to the execution of the Agreement.

#### **4.9 LAW**

This Contract is subject to and shall be interpreted under the law of the State of Illinois, and of any Municipality, Township, State or Federal jurisdiction within Cook County. The Contractor shall insure that the Contractor and Contractor's employees, agents, and officers are familiar with, and comply with, applicable Federal, State, and Local laws and regulations as now written or hereafter amended.

#### **4.10 APPROPRIATION OF FUNDS**

The performances of the City's obligations are expressly subject to appropriation of funds. In situations where funds are not appropriated in whole or in part sufficient for performance of the City's obligations under this Contract or appropriated funds may not be expended due to Constitutional limitations, then the City may terminate this Contract without compensation to the Contractor.

#### **4.11 NON-TRANSFERABLE CONTRACT**

The contract shall not be assigned or transferred, nor shall the duties hereunder be delegated, without the express written permission of the City. Similarly, in the event the contract is awarded to an entity, a majority of whose work is related to the performance of this contract, any change in ownership of that entity shall be considered a form assignment of this contract, and must be approved by the City.

#### **4.12 TERMINATION OF CONTRACT**

Should the City find the Contractor to be in material breach of the contract, the City shall notify the Contractor of its decision and may issue a 30-day notice of its intent to terminate the contract. The contract may also be terminated under the condition's outlined in 4.1- 4.11. The Contractor must provide the City with 180-day notice of its intent to terminate the contract.

#### **4.13 DEFINITIONS OF MATERIAL BREACH**

Conditions and circumstances, which shall constitute a material breach of contract by the Contractor shall include, but not be limited to, the following:

- a) Failure of the Contractor/Vendor to deliver the specified Monitor/Defibrillators within the agreed upon time.



- b) Failure of the Contractor/Vendor to deliver proper staff training in a timely manner after the City or its agents has taken possession of the specified Monitor/Defibrillators.
- c) Failure of the Contractor/Vendor to provide warranty and/or service as agreed upon by contract.
- d) Willful falsification of information supplied by the Contractor during this Bid process.
- e) Failure of the Contractor's employees to conduct themselves in a professional and courteous manner.
- f) Failure to maintain in force throughout the term of this agreement, including any extensions thereof, the insurance coverage required herein.
- g) Failure to comply with any obligation to a financial institution, if the City determines that such failure endangers the execution of this contract.
- h) Filing of a bankruptcy petition by or against Contractor, alleging that Contractor is or will become insolvent; appointment of a trustee or receiver for Contractor or for any Contractor's property; a general assignment by Contractor for the benefit of its creditors; or entry of a judgment or order determining that Contractor is bankrupt or insolvent.
- i) Other material financial instability of the Contractor determined by the City as impacting the stability of Contractor's operations.
- j) Any other willful act or omission of the Contractor which endangers the execution of this contract.
- k) Any action or inaction by a sub-contractor or an employee of a sub-contractor, when such action or inaction would constitute a material breach if committed by Contractor or an employee of Contractor.
- l) The use of the name "City of Park Ridge" or any images of its property is expressly prohibited without the approval of the City.

**AFFIRMATION STATEMENT**

In submitting this Bid/offer, \_\_\_\_\_ hereafter referred to as “Contractor” hereby affirms its full understanding of all terms set forth in the Request for Bid (ITB). Further, Contractor certifies the completeness and accuracy of all information contained in Contractor’s response to the ITB and supplied to the City of Park Ridge during the Bid process.

Contractor’s Bid will constitute a firm and binding offer by Contractor to perform the services as stated, including the terms of the proposed contract.

Contractor further affirms that Contractor will meet or exceed Bid specifications unless exceptions have been specifically noted in the Bid.

Date Proposing Organization

Authorized Representative (Signature)

Authorized Representative (Printed)

Title (Printed)

**ACKNOWLEDGEMENT**

STATE )  
 )ss  
COUNTY OF )

On this \_\_\_\_ day of \_\_\_\_\_, 2013, before me, the undersigned, a Notary Public in an for said County and State, personally appears \_\_\_\_\_ to me to be the person described herein and who executed the foregoing Affirmation Statement, and acknowledged that he/she executed the same as his/her free act and deed.

Witness my hand and Notary Seal subscribed and affixed in said County and State, the day and year written above.

Notary public Notary Public Seal Commission Expiration Date

**Appendix A**

**BID FORM**

\_\_\_\_\_ proposes to provide the City of Park Ridge with Cardiac Monitors described in the preceding section, in accordance with the requirements within this ITB for the cost(s) listed within the Contractor/Vendors price Bid.

**ALL PRICES ARE FIRM WITH NO ESCALATOR UNLESS EXPLICITLY EXPRESSED IN THE PRICE BID.**

By submission of this Bid I certify that the quote has been arrived at independently and has been submitted without collusion.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Printed name of Authorized Agent

**Appendix B**

**CERTIFICATE OF NON-DISQUALIFICATION  
UNDER ILLINOIS COMPILED STATUTES, CH. 720, SEC. 33E-11**

The undersigned, upon being first duly sworn, hereby certifies to the City of Park Ridge,  
Cook County, Illinois, that

\_\_\_\_\_ (bidder) is not barred from contracting  
with any unit of State or local government, as a result of a violation of Ch. 720. Sec. 33E-  
11 of the Illinois Compiled Statutes.

\_\_\_\_\_  
Name of Bidder

STATE                                 )  
  )ss  
COUNTY OF                         )

On this \_\_\_\_ day of \_\_\_\_\_, 2013, before me, the undersigned, a Notary Public in an for  
said County and State, personally appears \_\_\_\_\_ to me to be the person  
described herein and who executed the foregoing Certificate of Non-Disqualification, and  
acknowledged that he/she executed the same as his/her free act and deed.

Witness my hand and Notary Seal subscribed and affixed in said County and State, the day and  
year written above.

Notary public	Notary Public Seal	Commission Expiration Date
---------------	--------------------	----------------------------

Notary Public  
**NOTE TO BIDDER: Anyone who makes a false statement, material to this Certification,  
commits a Class 3 Felony under Illinois Compiled Statutes, Ch. 720, Sec. 33E-11 (b)**

**Appendix C**

**CERTIFICATE OF COMPLIANCE WITH SAFETY STANDARDS**

The undersigned, upon being first duly sworn, hereby certifies to The City of Park Ridge, Cook County, Illinois, that

\_\_\_\_\_ (bidder) shall comply with all local, State and Federal safety standards.

\_\_\_\_\_  
Name of Bidder

STATE    )  
  )ss  
COUNTY OF                                    )

On this \_\_\_\_ day of \_\_\_\_\_, 2013, before me, the undersigned, a Notary Public in an for said County and State, personally appears \_\_\_\_\_ to me to be the person described herein and who executed the foregoing Certificate of Compliance, and acknowledged that he/she executed the same as his/her free act and deed.

Witness my hand and Notary Seal subscribed and affixed in said County and State, the day and year written above.

Notary public    Notary Public Seal                    Commission Expiration Date

Notary Public  
**NOTE TO BIDDER: Anyone who makes a false statement, material to this Certification, commits a Class 3 Felony under Illinois Compiled Statutes, Ch. 720, Sec. 33E-11 (b)**

**Appendix D**

**CERTIFICATE OF COMPLIANCE WITH PUBLIC ACT 87-1257 OF THE  
ILLINOIS HUMAN RIGHTS ACT**

The undersigned, upon being first duly sworn, hereby certifies to The City of Park Ridge, Cook County, Illinois, that

\_\_\_\_\_ (bidder) complies with the Illinois Human Rights Act as amended by Section 2-105, Public Act 87-1257 in relation to employment and human rights.

\_\_\_\_\_  
Name of Bidder

STATE                                )  
  )ss  
COUNTY OF                        )

On this \_\_\_\_ day of \_\_\_\_\_, 2013, before me, the undersigned, a Notary Public in and for said County and State, personally appears \_\_\_\_\_ to me to be the person described herein and who executed the foregoing Certificate of Compliance, and acknowledged that he/she executed the same as his/her free act and deed.

Witness my hand and Notary Seal subscribed and affixed in said County and State, the day and year written above.

Notary public   Notary Public Seal               Commission Expiration Date

Notary Public

**NOTE TO BIDDER: Anyone who makes a false statement, material to this Certification, commits a Class 3 Felony under Illinois Compiled Statutes, Ch. 720, Sec. 33E-11 (b)**

**Appendix E**

**BID SECURITY**

Included with this bid is a bank cashier's check or certified check in the amount of \_\_\_\_\_, being ten percent (10%) of the total amount bid by \_\_\_\_\_, the bidder, in favor of the City of Park Ridge. It is hereby agreed that, should bidder be awarded the contract for services contemplated under this bid and fail or refuse to execute a contract for the performance of said services, or to provide the required payment and performance bonds, or letter of credit and certificate of insurance, then this security, in the amount stipulated above, shall be forfeited and may be retained by the City of Park Ridge as liquidated damages and not as a penalty. All bids shall remain firm for a period as specified in the bid documents.

**SUBMITTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2013.**

**SEAL** (if corporation)

\_\_\_\_\_

Bidder:

\_\_\_\_\_  
\_\_\_\_\_

Bidder's Agent and Agent's Title

\_\_\_\_\_

Title

Note: If bidder is a partnership, the bid must be signed by at least two of the partners.

Note: If bidder is a corporation, the bid must be signed by an authorized officer of the corporation, attested and sealed by the secretary or other authorized officer.

If a corporation, note here the state of incorporation:

Incorporated under the laws of the State of \_\_\_\_\_