

Village of Hoffman Estates

REQUEST FOR PROPOSAL

CARDIAC MONITORS FOR THE HOFFMAN ESTATES FIRE DEPARTMENT

PROPOSAL RELEASE DATE: 11/15/2024

PROPOSAL DUE DATE: 12/27/2024

I. Purpose:

The Village of Hoffman Estates, with funding provided through the Federal Emergency Management Agency (FEMA) Assistance to Firefighters Grant (AFG), is soliciting proposals for the purchase of cardiac monitors for the Hoffman Estates Fire Department (HEFD). The successful proposal will align with FEMA’s AFG requirements and provide the HEFD with the necessary tools to enhance emergency medical services and life-saving capabilities.

Questions

Vendors may email questions regarding the RFP to Brian.Raymond@vohe.org

Questions will be accepted through December 15, 2024.

Answers to all received vendor questions will be posted on the Village website <https://www.hoffmanestates.org/business/rfps-rfqs-bids> by December 20, 2024.

Proposal Delivery Requirements

Proposals shall only be submitted electronically to Firedept@vohe.org

Proposals received after 11:59 p.m. on the response due date may not be considered.

Proposers may submit alternate options within a single proposal.

The Village of Hoffman Estates reserves the right to accept or reject any and all proposals, or any part of any proposal, without penalty. The Village of Hoffman Estates may award a contract to a single contractor for all elements of the entire project or award any of the elements separately. In addition, the Village of Hoffman Estates reserves the right to fund (and proceed with project or purchase), not to fund the project, or to partially fund the project. Any allowance for oversight, omission, error, or mistake by the proposer made after receipt of the proposal will be at the sole discretion of the Village of Hoffman Estates.

Schedule of Events

Dates	Activity
November 15, 2024,	RFP Distribution
December 15, 2024,	Questions Due
December 27, 2024,	Responses Due
January 15, 2025,	Decision/Award
February 1, 2025,	Final Negotiations
February 17, 2025,	Village Board Approval
March 15, 2025,	Tentative Order Date

II. HEFD Requirements:

The Village of Hoffman Estates is seeking to procure advanced cardiac monitors/defibrillators that meet the specifications listed below. The intent is to purchase 13 units for use by the Hoffman Estates Fire Department in emergency response settings. The equipment should have comprehensive capabilities for monitoring, defibrillation, and transmission of vital data.

A. Cardiac Monitor Specifications:

The proposed cardiac monitors must meet or exceed the following specifications as established by the Illinois Department of Public Health and required by Illinois Region 9, Northwest Community Emergency Medical Services System Drug/Supply/Equipment List Revised 04/01/2024:

- FDA-approved, advanced cardiac monitor/defibrillator w/ pacing, 12-L ECG, SpO₂; quantitative waveform capnography; non-invasive BP. Approved units: Physio Control LifePak; Zoll (E)/X series (Real BVM Help on X Series Advanced optional); Philips Tempus Pro monitor or, MRx.
- Real-time CPR feedback – Required before the mechanical CPR device is deployed.
- 3, 4, or 5-lead and 12-lead monitoring cables; patient electrode cable
- (2) Extra charged batteries and battery support charger available
- ECG paper suitable for the monitor
- Pace-defib Pads – Cardiac monitor-specific (See above) – Adult + 1 set Peds Monitoring electrodes Ambu, Zoll or 3M Red Dot
- Automated External Defibrillator w/ adult and pediatric capability
- Pulse oximeter
- Capnography (quantitative and waveform display): Side/microstream w/ waveform; units in System-approved cardiac monitor defibrillators need NC plus in-line ETCO₂ sensors
- Blood pressure cuffs: Adult, Child, Infant assorted sizes
- Clock that counts seconds available at point of patient contact to count pulse and RR
- CPR feedback technology for high-quality chest compressions.
- Integrated data transmission (via wireless/Bluetooth/cellular networks) to hospitals or healthcare providers.
- Rugged and portable design suitable for pre-hospital use.
- Extended battery life with backup batteries and external charging stations.
- Ability to integrate with existing HEFD patient care reporting software.
- User-friendly interface for rapid, real-time data collection in emergency settings.

B. Warranty and Service Requirements:

Bid Number: HEFD-2024-001

- Minimum 5-year warranty covering parts and labor.
- Access to software upgrades during the warranty period.
- 24/7 technical support and customer service hotline.
- Preventative maintenance program and option for extended service contracts.

C. Training:

The awarded vendor must provide on-site training for a minimum of 5 HEFD personnel. The training should cover the operation and maintenance of the cardiac monitors and be completed within 30 days after delivery. Vendor-led training must ensure that all end-users are proficient in the functionality of the new monitors.

III. Response Requirements:

Vendors must submit a complete proposal package, which includes the following:

A. Cover Letter and Company Profile:

A formal letter of transmittal, signed by an authorized representative of the company, summarizing the bid.

The following table must be included in the response:

<i>Corporate Profile:</i>	<i>Supplier Responses:</i>
Corporate Name	
Corporate HQ Address	
Telephone Number	
Internet URL	
Doing Business Since	
State Incorporated	
<i>Contact Information:</i>	
<i>Account Representative:</i>	
Email Address	
Telephone Number	
Fax Number	

Address	
Technical Support:	
Email Address	
Telephone Number	
Sales Manager:	
Email Address	
Telephone Number	

B. Detailed Product Specifications:

Provide a complete technical description of the proposed cardiac monitors, including model numbers, compliance with the specifications outlined above, and a breakdown of the features offered.

C. Price Proposal:

An itemized price list that includes:

- Cost per cardiac monitor unit.
- Cost of accessories (batteries, cables, etc.).
- Cost for warranties, service plans, and extended maintenance.
- Shipping and handling fees.
- Any applicable taxes or additional fees.

Pricing shall be good for a period of 120 days after submission.

D. Delivery Schedule:

Proposed timeline for the delivery of cardiac monitors, ensuring timely availability for HEFD operations.

E. Training Plan:

A description of the proposed on-site training program, including the number of sessions, duration, and format.

F. FEMA Compliance Certification:

- Certification of compliance with FEMA's Assistance to Firefighters Grant (AFG) program requirements, including:
- Adherence to federal procurement standards (2 CFR Part 200).
- Certification of compliance with the Buy American Act, where applicable.

G. Vendor Qualifications and References:

- A summary of the vendor's experience providing cardiac monitors to fire departments or similar emergency response agencies.
- Contact information for three references from fire departments or EMS agencies that have purchased similar equipment.

IV. Evaluation Criteria:

The Village of Hoffman Estates will evaluate bids based on the following criteria:

A. Compliance with Specifications:

How well the proposed equipment meet the required technical and operational specifications.

B. User Experience

How well does the proposed equipment meet the needs of HEFD staff and partners.

C. Cost Effectiveness:

Total bid price, including any extended warranties, service contracts, and support.

D. Vendor Experience and Qualifications:

Vendor's track record, references, and ability to provide reliable equipment and services.

E. Training and Support:

Adequacy and comprehensiveness of the proposed training and ongoing technical support plan.

F. Delivery Schedule:

The proposed timeline for delivery and installation of the equipment ensures minimal disruption to HEFD operations.

V. General Terms and Conditions:

A. Response Withdrawal:

Responses may be withdrawn at any time before the submission deadline. No changes or additions will be accepted after the deadline.

B. Insurance Requirements:

The awarded vendor must provide proof of insurance, including general liability, workers' compensation, and any other applicable coverage, as required by the Village of Hoffman Estates.

C. Compliance with Laws:

Vendors must comply with all applicable federal, state, and local laws, including FEMA and AFG regulations, the Buy American Act (where applicable), and procurement standards outlined in 2 CFR Part 200.

D. Equal Opportunity:

The Village of Hoffman Estates encourages participation from minority-owned, women-owned, and veteran-owned businesses.

E. FEMA AFG Compliance:

All purchases must comply with FEMA's Assistance to Firefighters Grant (AFG) regulations, including but not limited to adherence to procurement standards and the provision of documentation necessary for federal audits.

VI. Disclaimers:

The Village of Hoffman Estates reserves the right to cancel this Request for Proposal at any time and for any reason, to reject any or all bids, and to award a contract based on the best interests of the Village. The Village is not responsible for any costs incurred by bidders in the preparation and submission of their proposals.