



City of Tacoma, WA

**TACOMA FIRE DEPARTMENT
REQUEST FOR INFORMATION
HEART MONITORS & AED'S
SPECIFICATION NO. FD21-0464F**



City of Tacoma
Tacoma Fire Department

REQUEST FOR INFORMATION FD21-0464F

Heart Monitors & AEDs

Submittal Deadline: 11:00 a.m., Pacific Time, Tuesday, March 23, 2021

Submittal Delivery: Sealed submittals will be received as follows:

By Email:

bids@cityoftacoma.org

Maximum file size: 35 MB. Multiple emails may be sent for each submittal.

Bid Opening: Held virtually each Tuesday at 11AM. Attend [via this link](#) or call 1 (253) 215 8782.

Submittals in response to a RFI will be recorded as received. As soon as possible, after 1:00 PM, on the day of submittal deadline, preliminary results will be posted to www.TacomaPurchasing.org.

Solicitation Documents: An electronic copy of the complete solicitation documents may be viewed and obtained by accessing the City of Tacoma Purchasing website at www.TacomaPurchasing.org.

- [Register for the Bid Holders List](#) to receive notices of addenda, questions and answers and related updates.
- Click here to see a [list of vendors registered for this solicitation](#).

Pre-Proposal Meeting: A pre-proposal meeting Choose one

Project Scope: To determine what is available for heart monitors and AEDs

Estimate: N/A

Paid Sick Leave: The City of Tacoma requires all employers to provide paid sick leave as set forth in Title 18 of the Tacoma Municipal Code. For more information, visit [our Minimum Employment Standards Paid Sick Leave webpage](#).

Americans with Disabilities Act (ADA Information: The City of Tacoma, in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. Specification materials can be made available in an alternate format by emailing Gail Himes at ghimes@cityoftacoma.org, or by calling her collect at 253-591-5785.

Federal Title VI Information:

“The City of Tacoma” in accordance with provisions of Title VI of the Civil Rights Act of 1964, (78 Stat. 252, 42 U.S.C. sections 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin in consideration of award.

Additional Information: Requests for information regarding the specifications may be obtained by contacting Ryan Foster, Senior Buyer by email to rFoster1@cityoftacoma.org

Protest Policy: City of Tacoma [protest policy](#), located at www.tacomapurchasing.org, specifies procedures for protests submitted prior to and after submittal deadline.




Meeting sites are accessible to persons with disabilities. Reasonable accommodations for persons with disabilities can be arranged with 48 hours advance notice by calling 253-502-8468.

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SUBMITTAL CHECK LIST

This checklist identifies items to be included with your submittal. Any submittal received without these required items may be deemed non-responsive and not be considered for award. Submittals must be received by the City of Tacoma Purchasing Division by the date and time specified in the Request for Information page.

| | |
|--|---|
| The following items make up your submittal package: |  |
| (1) electronic copy in either Word or PDF format | |
| Letter of Interest | |
| Literature to include technical specifications, safety data information, warranty, brochures, and/or standard price lists. | |
| Technical specification sheets | |
| <i>Any other additional information relevant to this RFI</i> | |

1. INTRODUCTION

The City of Tacoma Fire Department (TFD) is soliciting information from vendors for portable diagnostic cardiac monitor/defibrillation equipment and automatic external defibrillators. The purpose of this Request for Information (RFI) is to gather information and samples for formulating the TFD's requirements as well as identify qualified firms who may be able to meet our requirements.

2. PURPOSE

The City of Tacoma Fire Department (TFD) is issuing this Request for Information (RFI) to gather data that may be used to develop future solicitations. Tacoma Fire Department (TFD) is seeking a complete response from vendors who can demonstrate that they possess the organizational, functional, and technical capabilities to provide the equipment and services, as well as meet or exceed the requirements specified herein. Respondents must have an established customer base of fire departments utilizing the proposed solution(s), including departments similar in size and service delivery to TFD.

TFD seeks to provide the highest level of prehospital medical and cardiac care possible to our patients, and as such, are seeking responses that demonstrate advancements in the technology of cardiac and respiratory emergency equipment.

It is the intention of TFD to take the recommendation of the Selection Advisory Committee after the demonstration portion of this RFI, and create a RFB to award a contract.

3. CALENDAR OF EVENTS

This is a tentative schedule only and may be altered at the sole discretion of the City.

The anticipated schedule of events concerning this RFI is as follows:

| | |
|-----------------------------|--|
| Vendor Conference Call: | March 11, 2021 @ 11 AM Pacific time |
| Conference Call Q&A Posted: | March 16, 2021 |
| Submittal Due Date: | March 23, 2021 |
| Demonstrations: | Friday, March 26, 2021 |
| Approval by the Fire Chief: | April 2021 |
| Publish and Issue RFB: | April - May 2021 |
| Contracting: | June 2021 |

4. INQUIRIES

Additional questions or process clarifications will be accepted by email to [Ryan Foster](#) by March 11 at 12:00 pm, Pacific Standard Time. **To participate in the conference call, [click here to register](#).**

- 4.1 Questions marked confidential will not be answered or included.
- 4.2 The City reserves the discretion to group similar questions to provide a single answer or not to respond when the requested information is confidential.
- 4.3 The answers are not typically considered an addendum.
- 4.4 The City will not be responsible for unsuccessful submittal of questions.
- 4.5 Written answers to questions will be posted in the event approximately one week after the question deadline.

5. DISCLAIMER

Please note that this Request for Information is not a Request for Bids (RFB) or a Request for Proposals (RFP), and there is no guarantee that either a RFB or RFP will be issued. A Respondent's decision to respond, or not to respond, to this RFI will NOT be a factor in evaluating any later RFB or RFP.

While the intent of this RFI is to help identify vendors who meet various requirements for a competitive solicitation, there is no guarantee that any specific information presented by any Respondent will ultimately be included in any future solicitation issued by the City.

Each Respondent shall bear all expenses incurred by the preparation and presentation of its RFI response. The City will therefore reject any claim made against them in this matter, regardless of the results of the subsequent processes, if any.

6. QUALIFYING REQUIREMENTS

6.1 Department Required Features: Responsive vendors must meet the following criteria to be reviewed.

- 6.1.1 The Vendor is authorized to supply, sell, and service the devices submitted in their response.
- 6.1.2 The Vendor is not a re-seller of the devices submitted in their response
- 6.1.3 The Vendor can supply **both** a heart monitor/defibrillator and an AED
- 6.1.4 The Vendor shall only submit devices that are currently available for immediate purchase/contracting **and** are able to complete delivery to TFD on or by December 31, 2021
- 6.1.5 The Vendor has **existing capability** to transfer the heart monitor's EKG and other biometric data to ImageTrend Elite ePCR.

6.2 Optional Innovative Features: The following features are not required, but are allowed to be included in the vendor response.

- a. Additional features that are not listed in this RFI

7. CONTENT TO BE SUBMITTED

7.1 Products and Services Provided

This is not an exhaustive list. If the item is not applicable, “N/A” should be used as the response. The vendor is not restricted to responding to only what is listed in this section and is encouraged to include additional information that may be relevant.

A. Company Information

- a. Company name
- b. Main office address
- c. Primary contact(s) name / telephone number / email address
- d. Primary contact(s) for 24 hour technical support (name / telephone number / email address), if different
- e. Website(s)

B. Products Provided

- a. Describe, in detail, the products provided by your firm, to include detailed information on only one heart monitor/defibrillator, and one AED. It is acceptable to include optional features for each device.
 - i. Heart Monitor
 1. Weight of device that is “911-ready”, with:
 - a. All batteries installed
 - b. Carrying case(s) strap attached
 - c. All equipment to perform cardiac monitoring and defibrillation
 - d. Defibrillation patches for adult and pediatric patients
 - e. Accessories for adult and pediatric patients:
 - i. SpO2
 - ii. EtCO2 – to include ETT monitoring
 - iii. Required cables for 4&12-lead EKG
 2. Battery run-time, in minutes:
 - a. While only monitoring all device-capable biometrics
 - b. While performing monitoring and defibrillations
 3. Length of time, in seconds to:
 - a. Charge “first-level” defibrillation
 - b. Power-on device
 - i. If applicable, include all possible results
 4. Screen size and resolution
 5. Drop test results
 6. IP rating. If multiple IP ratings exist, provide all ratings
 7. Dimensions of device/equipment to perform cardiac monitoring and defibrillation
 8. Device service life
 9. Data storage capability on device
 10. Data transfer methods
 - b. If your submittal refers to supporting literature or documentation included with your submittal, direct the reader by using specific reference to the document that address the topic, including document name, section and page number.

C. Services Provided.

This is not an exhaustive list. If the item is not applicable, "N/A" should be used as the response. The vendor is not restricted to responding to only what is listed in this section and is encouraged to include additional information that may be relevant.

- a. Training
 - i. What resources your firm can provide for
 - 1. Initial deployment
 - 2. Ongoing training and education
- b. Maintenance/Service Plan
 - i. Detailed summary of your service plan(s).
 - ii. Frequency of required maintenance/service.
 - iii. If applicable, include details of tiered plans.
- c. Data/Connectivity
 - i. Telemetry
 - 1. Internally, such as the TFD MPD, or on-duty Paramedic Captain
 - 2. Externally, such as local area hospitals, cardiology groups
 - ii. Cloud-based data storage
 - iii. Methods of data communication, such as, Wi-Fi, Bluetooth, etc.
- d. Repair
 - i. Your firm's resources/plan to provide an in-person response to:
 - 1. Critical device repairs
 - 2. Low priority repairs
- e. Replacement Devices
 - i. Ability to provide "loaner" devices if/when needed
- f. Technical Support

D. References

- a. Similar size fire departments that are currently using the devices in your proposal

7.2 Pricing Information

Please provide as much general information as possible about your pricing, fee structure, and ongoing costs. As a reference, TFD expects to deploy a heart monitor with the following features: SpO2, EtCO2, CO, NIBP, 12-lead, temperature. TFD has the potential to deploy 15 heart monitor/defibrillators and 46 AEDs. **Ensure that your pricing information includes necessary equipment, batteries, carrying case(s), etc. to provide a "911-ready" device cost.**

A. Products

- a. Heart Monitor/Defibrillator
 - i. Base cost, and what features are included in the base model
 - ii. Optional features/upgrades
 - iii. Battery cost
- b. AED
 - i. Base cost, and what features are included in the base model
 - ii. Optional features/upgrades
 - iii. Battery cost

- c. Consumable / One-time use items. Examples include, but not limited to:
 - i. Defibrillation patches.
 - ii. Feedback devices
 - iii. Temperature probes
 - iv. Proprietary one-time use accessories, if applicable
 - B. Maintenance/Service Plan
 - a. Pricing structure to correlate with responses to Section 7.1 C. b.
 - C. Training
 - a. Pricing structure to correlate with responses to Section 7.1 C. a.
 - D. Data/Connectivity/Technology
 - a. Telemetry
 - b. Cloud data storage
 - c. Data transfer
 - i. Upload/cellular fees
 - ii. Integration with ImageTrend Elite ePCR
 - d. Case review/reporting software

Note: Information provided in response to this RFI will be considered “General Industry Estimates” and **WILL NOT** be used for the selection of vendors or to limit participation in any potential future Request for Bids or Request for Proposals. Pricing information is requested only to assist in the evaluation process and to develop general budgetary guidelines.

8. IMPORTANT INFORMATION

8.1 After the submittal is closed, TFD will contact each vendor to schedule a demonstration time. Vendors will be allotted a 2 hour timeframe to demonstrate the two devices submitted in the RFI. Vendors will be in-person at a TFD or City of Tacoma location, the Selection Advisory Committee will attend and interact virtually. TFD will provide all hardware required for the Zoom meeting. All physically present at the demonstration will wear a face mask and maintain 6’ physical distance from each other. More details will be provided to vendors during the scheduling phone call.

8.2 TFD strongly encourages vendors to submit responses to this RFI electronically.

8.3 Vendor Selection Process Plan (this is a tentative plan and may be altered at the sole discretion of the City):

8.3.1 Review of Vendor Responses: The SAC will review all vendor responses in preparation for demonstration day.

8.3.2 Vendor Product Demonstration: Vendor will demonstrate their products to the SAC via Zoom. TFD requests vendor leave both demo devices for a hands-on review by the SAC following the completion of the vendor demonstrations. Vendors will collect devices at a scheduled time after 5pm on demo day.

8.3.3 Selection of Vendor: SAC will select a vendor.

9. INSURANCE

During the course and performance of the testing and demo phase, Supplier will provide proof and maintain the insurance coverage in the amounts and in the manner specified in the City of Tacoma Insurance Requirements document applicable to the services, products, and deliverables provided under the RFI. The City of Tacoma Insurance Requirements document, if issued, is fully incorporated into the RFI by reference.

10. ENVIRONMENTALLY PREFERABLE PROCUREMENT

In accordance with the City of Tacoma's [Sustainable Procurement Policy](#), it is the policy of the City of Tacoma to encourage the use of products or services that help to minimize the environmental and human health impacts of City Operations. Respondents are encouraged to incorporate environmentally preferable products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, products, manufacturing, packaging, distribution reuse, operation, maintenance or disposal of the product or service.

The City of Tacoma encourages the use of sustainability practices and desires any awarded contractor(s) to assist in efforts to address such factors when feasible for:

- Reduction of pollutant releases
- Toxicity of materials used
- Waste generation
- Greenhouse gas emissions, including transportation of materials and services
- Recycle content
- Comprehensive energy conservation measures
- Waste manage reduction plans
- Potential impact on human health and the environment

11. EQUITY IN CONTRACTING

The City of Tacoma is committed to encouraging firms certified through the [Washington State Office of Minority and Women's Business Enterprise](#) to participate in City contracting opportunities. See the **TMC 1.07 Equity in Contracting Policy** at the City's [Equity in Contracting Program website](#).

12. PROPRIETARY OR CONFIDENTIAL INFORMATION

The Washington State Public Disclosure Act ([RCW 42.56 et seq.](#)) requires public agencies in Washington make public records available for inspection and copying unless they fall within the

specified exemptions contained in the Act, or are otherwise privileged. Documents submitted under this RFI shall be considered public records and, with limited exceptions, will be made available for inspection and copying by the public.

Information that is confidential or proprietary must be clearly marked. Further, an index must be provided indicating the affected page number(s) and location(s) of all such identified material. Information not included in said index will not be reviewed for confidentiality or as proprietary before release.

13. ADDENDUMS

In the event it becomes necessary to revise any part of this RFI, an addendum will be issued.