



REQUEST FOR PROPOSALS (RFP) FOR COMMERCE AED PROGRAM

PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY

Dear Proposer:

The City of Commerce is soliciting written proposals from qualified firms or individuals for supplying Automated External Defibrillators (AEDs) in all buildings owned by the City of Commerce and designated vehicles. As a Request for Proposal (RFP) this is not an invitation to bid and although price is very important, other factors will be taken into consideration.

The project scope, content of proposal, and vendor selection process are summarized in the RFP (attached). **Proposals must be received no later than 5:00 pm, on Wednesday May 30, 2018.** All responses must be in a sealed envelope and have **"COMMERCE AED PROGRAM"** clearly marked on the **outer most mailing envelope**. Please submit one (1) unbound original copy of the proposal as follows:

Mail or Hand Deliver To:

City of Commerce, City Clerk's office
2535 Commerce Way
Commerce, CA 90040

Proposals will not be accepted after the date and time stated above. Incomplete proposal or proposals that do not conform to the requirements specified herein will not be considered. Issuance of the RFP does not obligate the City to award a contract, nor is the City liable for any costs incurred by the proposer in the preparation and submittal of proposals for the subject work. The City retains the right to award all or parts of this contract to several bidders, to not select any bidders, and/or to re-solicit proposals. The act of submitting a proposal is a declaration that the proposer has read the RFP and understands all the requirements and conditions.

For questions concerning the anticipated work, or scope of the project, please **contact Purchasing Division via PlanetBids** no later than **Wednesday, May 23, 2018 at 4pm Pacific Time**. For general questions concerning the submittal process, contact purchasing at 323-722-4805. This Request for Proposal (RFP) is published on PlanetBids. Interested vendors shall register on PlanetBids, City of Commerce Vendor Portal, which can be accessed by the following link: <https://www.planetbids.com/portal/portal.cfm?CompanyID=32906>.

We look forward to receiving and reviewing your proposal.

Sincerely,

Lena Shumway

I. SUMMARY

The City of Commerce is seeking placement of Automated External Defibrillators in publicly accessible locations of City owned buildings and a vendor to provide warranty with the AEDs per manufacturer requirements and applicable California law.

The proposed Contract term shall be four (4) years with one (4), four-year option to extend at the sole discretion of the City of Commerce by action of the City Administrator.

II. SCOPE OF SERVICES

The contractor shall:

SPECIFICATIONS

A. AED Program Management

1. The City is seeking a company that is able to provide the AED equipment, accessories, and a maintenance/inspection program.
2. This program is expected to support 22 new AED's, 8 wall mounted cabinets; the City is in the process of procuring the new equipment and expects to deploy the AED's to the using departments within the coming month.
3. The management system should offer the below functionalities:
 - A) Mount all cabinets and install AEDs per manufacturer's requirements or per California law.
 - B) Perform routine, scheduled, preventative maintenance and cleaning/sanitation of deployed AEDs, cabinets, associated equipment in the manner and frequency specified by the manufacturer.
 - C) Provide repair and maintenance for AEDs, batteries, and supplies for the life of the contract.
 - D) Provide a set of back up accessories, contained in the unit, for immediate installation to prevent the AED from being taken out of service.
 - E) Provide any updates to software used to manager or operate AED's for the life of the contract.
 - F) Provide comprehensive warranty coverage of all AED components and supplies.
 - G) Create, update and otherwise maintain a database of all installed AEDs to include the manufacturer's model and serial numbers, location, functional status, repair, past and next scheduled service dates, replacement and inspection records, records of use and incident report, etc.
 - H) Periodic inspections and documentation histories, performed by manufacture's employee, outlined in the City of Commerce AED Policies and Procedures.

III. SUBMISSION REQUIREMENTS

All proposals shall include the following information, organized as separate sections of the proposal. The proposal should be concise and to the point.

1. Contractor Identification:

Provide the name of the firm, the firm's principal place of business, the name and telephone number of the contact person and company tax identification number.

Proposers must be capable of supplying the Line Items according to the Proposal specifications and delivering those items within the stated delivery times.

2. Statement of Qualifications:

Proposer must be an authorized automated external defibrillator distributor.

Provide a narrative (not to exceed two (2) typewritten pages) detailing the proposer's qualifications, credentials and experience, to provide the equipment and perform the services included in this RFP.

3. Client References:

Provide a minimum of three (3) client references for which the contractor has provided the same or similar services. References should be California cities or other large public sector entities. Provide the designated person's name, title, organization, address, telephone number, and the project(s) that were completed under that client's direction.

4. AED Specifications:

Provide the manufacturer's name and model number of the AEDs proposed to meet the requirements of this RFP. Include manufacture's specifications and warranty information. If the manufacturer's warranty does not meet the warranty requirements in this RFP respondent shall provide a supplemental contractor's warranty that, when combined with the manufacturer's warranty meets the stated warranty requirements.

5. Price Proposal:

The Price Proposal shall include pricing for all products and services required for the contractor to implement its proposal solution. Pricing shall be all inclusive unless indicated otherwise on a separate pricing sheet. The Proposal shall itemize all services, including hourly rates for all professional, technical and support personnel, products and product warranties, taxes, shipping, maintenance, and all other charges related to completion of the work shall be itemized.

6. Price Proposal Sheet

Part A. AED Price

1. Furnish, Deliver & Install System to Operational Status: \$ _____
2. manufacturer's warranty _____ Total: \$ _____
years:
3. Service/Maintenance Agreement (4 years):

Part B. Additional Fees

For Informational purposes only \$ _____
1. Extended Warranty: \$ _____

(additional 2 years)

IV. SELECTION CRITERIA

The following criteria will be considered, although not exclusively, in determining which firm is hired.

- 1.1 Qualifications and Experience - 30%
- 1.2 References - 10%
- 1.3 Costs - 60%

A selection panel will be convened of two (2) staff to perform the review and evaluation.

Conflict of Interest:

In the sole judgment of the City, any and all proposals are subject to disqualification on the basis of a conflict of interest. The City may not contract with a vendor if the vendor or an employee, officer or director of the proposer's firm, or any immediate family member of the preceding, has served as an elected official, employee, board or commission member of the City who influences the making of the contract or has a direct or indirect interest in the contract. Furthermore, the City may not contract with any vendor whose income, investment, or real property interest may be affected by the contract. The City, at its sole option, may disqualify any proposal on the basis of such a conflict of interest. **Please identify any person associated with the firm that has a potential conflict of interest.**

V. OTHER REQUIREMENTS

A. Insurance

The selected contractor will be required to maintain general liability insurance in the minimum amount of \$2,000,000, automobile liability insurance in the minimum amount

of \$1,000,000 and a professional liability insurance policy in the amount of \$2,000,000 to cover any claims arising out of the performance of the contract. The general liability and automobile insurance must name the City, its officers, agents, volunteers and employees as additional insureds.

B. Worker's Compensation Insurance:

A selected contractor who employs any person shall maintain workers' compensation insurance in accordance with state requirements. Sole proprietors with no employees are not required to carry Worker's Compensation Insurance.

C. Business License

Virtually every contractor that does business with the City must obtain a City business license. The business license requirement applies whether or not the contractor has an office within the City limits.

Vendor must apply for a City business license and show proof of application to Purchasing Manager within seven days of being selected as intended contractor.

VI. SCHEDULE

May 16, 2018	Issue RFP
May, 30, 2018	Proposals due from Potential Bidders
June 5, 2018	Council consideration of approval of Contract

Thank you for your interest in working with the City of Commerce for this service. We look forward to receiving your proposal.