# Houston County School District

**AED’S- Automatic External Defibrillator’s**  
**Request for Proposal (RFP)**

**Bid Opening Date & Time:** Monday October 7, 2019 – 9:00am (Central Time)

<table>
<thead>
<tr>
<th>I.</th>
<th>MISCELLANEOUS</th>
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| A. | The Houston County School District/Board of Education is seeking bids for new AED units. Houston County School District will accept bids, prior to the specified bid opening date and time, for the specified services. **Bids received after the stated date and time will not be accepted.**  

Award will be made to the most responsive bidder/s offering a proposal that is deemed the most acceptable and advantageous to the Houston County School System. |
| B. | **Point of Contact:** Dominick Curran, Maintenance Supervisor (see Section III) |
| C. | The awarded contract(s) will be for the job specified in the RFP.  

All awarded contracts are contingent upon approval of the Houston County Board of Education.  

This RFP, the requirements specified therein, and the successful bidder’s response will become part of any awarded contract resulting from this solicitation. |
| D. | No consideration will be given to any claims based on a lack of knowledge of existing conditions. |
| E. | Any changes, additions, modifications to the bid request and any questions, if received, and their answers (Q&A) related to this solicitation will be posted to the Houston County Webpage [www.hcboe.us](http://www.hcboe.us), located on the right side of the home page under “District News”.  

It is the bidder’s responsibility to check for modifications/addendums to the bid request and any posted Q&A documents periodically and **before** submitting a bid. |
| F.  | Bids must be submitted prior to the bid opening, scheduled for Monday, October 7, 2019 - 9:00am (Central Time), at the Houston County School District Board of Education, 404 W. Washington St., Dothan, AL 36301. The envelope/container must be marked “Bid 2019-2020/6 – AED’S- Automatic External Defibrillator’s on the front and “Sealed Bid DO NOT OPEN” across or near the seal. If mailed, mail to Attention: Dominick Curran, at the address listed above. Any late bids will not be opened or considered. No faxed or electronic bids will be accepted.

Failure to provide the information requested in this RFP in the requested format is reason for rejection, without consideration.

| G.  | Specifications or qualifications are not intended to eliminate any reputable manufacturer, brand, or bidder. Reference to manufacturers, brand names, suppliers’ itemization numbers, specification of qualifications, etc. is intended to set quality and feature standards and does NOT exclude bids from others. Any bid containing the referenced products/services “or equivalent” will be accepted as long as the quality and features standards are met. When quoting equivalent products/services, the bidder should provide information substantiating the standards have been met.

| H.  | Bidders must complete and submit the Bid Response Form included with this document, as a minimum, for submitting their bid pricing and company information, as well as all other requested documentation.

The Bidder’s bid may include additional quote pages in the Bidder’s preferred format. However, all pricing must be entered in the Bid Response Form, as a minimum, to enable the District to compare pricing from all bidders using the same form. Reference statements, such as “See Page XX,” “Refer to Page XX,” etc. must not be entered in the Bid Response Form. If proposing additional options or services, the Bidder should provide pricing, as a minimum, using the Bid Response Form format.

| I.  | Bid price is to be all inclusive with no allowable additional costs to Houston County School District Board of Education.

If estimated taxes or other fees are not identified in the Bid Response Form, either separately or as part of the monthly and one-time fees, then it will be assumed there are no other fees and the district will not pay any such fees identified at a later date.

| J.  | Prices shall be good for the length of the contract and any extensions.

| K.  | If a bid differs in any way from the bid specifications, the bidder must list the differences on the Bid Response Form in the Exceptions to Specifications and/or Comments section telling exactly where and how the bid deviates from said specifications. If no exceptions are listed on the bid, it will be presumed the bidder proposes to meet the specifications in every respect; and if awarded the contract, performance on this basis will be required.

| L.  | It is the bidder’s responsibility to comply with all local, state, and federal laws as they apply to this bid.

| M.  | Houston County School District is exempt from all sales and use taxes under the provisions of Title 40, Chapter 23, Section 4 (15), Code of Alabama, 1975.

<table>
<thead>
<tr>
<th>O.</th>
<th>The Houston County School District Board of Education is an equal educational opportunity agency and prohibits discrimination in any of its educational programs, including employment, on the basis of sex, race, religion, national origin, color, age or any handicapping condition. The Board of Education complies fully with the provisions of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the appropriate Department of Education regulations.</th>
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<tbody>
<tr>
<td>P.</td>
<td>E-Verify Requirement. Beason-Hammon Alabama Taxpayer and Citizen Protection Action (Act No. 2011-535) requires that, as a condition for the award of a contract by a school board to a business entity or employer with one or more employees working in Alabama, the business entity or employer must provide documentation of enrollment in the E-Verify program. During the performance of the contract, the business entity or employer shall participate in the E-Verify program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations. The contractor's E-Verify Memorandum of Understanding MUST be included with the bid. If you do not believe these requirements are applicable to your entity, include an explanation justifying such exemption. An entity can obtain the E-Verify Memorandum of Understanding upon completion in the E-Verify enrollment process located at the federal web site <a href="http://www.uscis.gov/everify">www.uscis.gov/everify</a>. The Alabama Department of Homeland Security (<a href="http://immigration.alabama.gov">http://immigration.alabama.gov</a>) has also established an E-Verify employer agent account for any business entity or employer with 25 or fewer employees that will provide a participating business entity or employer with the required documentation of enrollment in the E-Verify program. An Employer Identification Number (EIN), also known as a Federal Tax Identification Number, is required to enroll in E-Verify or to establish an E-Verify employer agent account.</td>
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<td>Q.</td>
<td>The final awarding of this bid will be made by the Houston County School District Board of Education based on a recommendation from the Superintendent.</td>
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<td>R.</td>
<td>Houston County School District reserves the right to reject any and all bid proposals, waive any technicalities, and award all or part of the contract in a manner that is in the best interest of Houston County School District if deemed necessary.</td>
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<td>S.</td>
<td>Houston County School District will review all proposals for services utilizing guidelines outlined by the Alabama State Bid Law.</td>
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<td>T.</td>
<td>Bidder must have been in continuous business for a minimum of three (3) years.</td>
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<td>U.</td>
<td>Bidder must be able to provide consolidated billing under a single billing account number with detailed breakdowns of charges for individual service type such as but not limited to maintenance and charges over and above basic plan.</td>
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<td>V.</td>
<td>Houston County School District reserves the right to cancel the contract with the vendor for non-performance at any time during the contract period. Non-performance includes but is not limited to failure to supply good quality service, failure to provide services for the full term of the contract, poor installation performance, poor billing and customer service services, and failure to maintain status as an authorized representative of services.</td>
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<td>W.</td>
<td>This bid and any resulting contract does not restrict Houston County Schools from using comparable equipment from other providers.</td>
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AED Specifications

- Weight- Complete units, including battery set(s) of the defibrillation pads shall not exceed 2.4 lbs.
- Dimensions- To aid in storage and portability, the general overall dimensions of this unit including carrying case shall not exceed 8.5” x 9.5” x 4.5”.
- Device Construction - The case shall be constructed to withstand the operating conditions associated with use in a variety of public access areas and allow for use of AED while stored in the carry case.
- Warranty - Parts and labor shall be furnished under warranty for (8) years.
- Battery & Electrodes shall be in a single cartridge with the same expiration date.
- Battery & Electrodes Warranty - Warranty shall be furnished covering battery life and electrode pads for (4) four years. The unit shall operate after exposure to shock force.
- The unit shall operate after exposure to vibration force.
- The unit shall operate when exposed to non-condensing humidity up to 95%.
- The Unit shall pass IEC 60529/EN60529 IP56 for dust/water resistance protection.
- The unit shall operate after exposure to drop test.
- Operating and storage temperatures range shall be 0 to 50 C/32 to 122 F.
- The unit must be fully automatic and have multi icon display with intuitive visual & voice prompts instructing rescuer to attach pads, stand clear, press shock button & perform CPR.
- The defibrillator shall adjust the defibrillation waveform, based upon the patient’s impedance.
- The defibrillator shall be capable of escalating energy up to 200 joules.
- The defibrillator shall be capable of treating pediatric patients less than the age of 8 years (55 lbs.).
- The non-rechargeable battery system shall utilize Lithium Manganese Dioxide technology.
- Shall not require more than (1) one battery for device operation.
- The non-rechargeable lithium battery shall deliver a minimum of 60 shocks at 200 joules or 6 hours continuous monitoring.
- The non-rechargeable lithium battery shall provide (4) four years of standby operation after installation.
- The device shall have a dedicated on/off button.
- The device shall deliver a shock automatically.
- The device shall provide both visual and audible prompts via multiple icons. The device shall offer the capability of providing 90 minutes of continuous ECG (full disclosure) event/incident recording.
- The device shall have the option of transferring ECG and event data to PC via USB download cable for report generation.
Included in this bid

30 AED units to meet specification listed in section II / A of RFB
30 pediatric pads for above AED's
30 surface mount cabinets to accommodate specified AED's and cases
30 AED wall signs
First aid CPR-AED training for staff at each school campus and departments (10 school campuses/2 departments)
Bid must include buy back credit for 18-12 year old Phillip's units presently held by the school system

B. Bidder must provide a toll free number for support Monday-Friday 7:00 a.m. to 5:00 p.m. as a minimum (Central).

C. The Bidder must provide a transition plan defining and describing the activities and timelines necessary to complete seamless implementation and transition to the requested services (site by site).

Bidder must identify any actions required during the transition and implementation that will be the responsibility of Houston County School District personnel and provide estimated time needed by district personnel to complete these actions.
Alabama Bid Law requires a bid bond for contracts which will total $10,000.00 or more. The bond must be included with your bid. In lieu of a bond the Houston County Board of Education will accept a CERTIFIED CASHIER CHECK. The bond and/or check must be 5% of your bid proposal. Check will be held until lowest bidder is determined and the contract awarded.

III. Questions Concerning Specifications  Contact Dominick Curran by email

curran.dominick@hcboe.us

Bidders with questions regarding bid specifications must submit their questions in writing via Email only: to Dominick Curran at curran.dominick@hcboe.us no later than Wednesday, October 2, 2019 12:00pm Central. Questions received in any other manner will not be accepted.

All questions and answers will be posted on the District website at the same location as the posted RFP.

IV. Basis of Award

A contract will be awarded to the most cost effective provider who submits a complete and accurate submittal that meets the stated requirements. Price of the eligible services will be the primary factor, but not necessarily the sole factor, in evaluating the bids. Other factors of consideration may be but are not limited to price of the products and services; prior experience, including past performance; personnel qualifications, including technical excellence; transition plan; management capability, including schedule compliance; environmental objectives; and flexibility of leasing terms and arrangements. Houston County School District does not guarantee the award of a contract and reserves the right to reject some, none, or all bids.

Award will be made to the responsible bidder offering a proposal that is deemed the most acceptable and advantageous to the Houston County School District.

Houston County School District may elect to award all, some or none of the services bid if deemed in the best interest of Houston County School District.

Failure to provide the required information in the specified manner will be a basis for disqualifying the bid and causing the bid to be thrown out without consideration.
BID RESPONSE FORM (Page 1 of 3)

Name of Firm: ____________________________________________________________

Address of Firm: __________________________________________________________

________________________________________________________________________

Representative’s Name (Type or Print): ______________________________________

*Authorized Signature: _____________________________________________________

Date: ________________ Telephone: (__) ____________________

E-mail:______________________________________________________________

Number of Years in Business: _____________________________________________

*Signature certifies the proposed solution and services meet all requirements and the vendor will comply with all specified requirements unless exceptions are noted below.

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EXCEPTIONS TO SPECIFICATIONS AND/OR COMMENTS
(Attach additional pages if needed)

________________________________________________________________________

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<thead>
<tr>
<th>Item</th>
<th>QUANTITY</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>AED model number (attach to RFB all unit specifications)</td>
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<td>AED pediatric pads</td>
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<td>AED Cabinets</td>
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<td>AED wall signs</td>
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<td>AED CPR-AED training</td>
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<td>Buy back credit for 18 existing units</td>
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**TOTAL BID AMOUNT**

$
**Minimum Bid Package Requirements**

The following list is provided for information purposes only to assist bidders in the preparation of their bid response. **This list is only a guideline; it is the responsibility of each bidder to read and comply with the RFP in its entirety.**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td>Completed &amp; Signed Bid Response Form (all pages)</td>
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<td>E-verify Documents</td>
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<td>Copy of all applicable State, County and City Licenses (if applicable)</td>
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<td>Bid Bond or Certified check</td>
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<td>Bidder agrees to meet all requirements as specified in this RFP and any exceptions are identified in the Bid Response Form.</td>
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<tr>
<td>Equipment Specifications</td>
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**NAME OF FIRM:**  

________________________

**NAME (TYPE OR PRINT):**  

________________________