



**City of Upland  
Request for Proposals (RFP)  
Cardiac Monitors**

**Section 1**

The City of Upland Fire Department (City) invites proposals from qualified vendors for:

**Cardiac Monitors**

Please read this entire RFP package, and include all requested information and forms in your proposal. Proposals must be signed by an authorized agent of the company submitting a proposal in order to be considered responsive.

**RFP Schedule**

1. Issue RFP	September 14, 2015
2. Written Questions from Vendors due	September 21, 2015
3. Responses from City Due	September 28, 2015
4. Proposals Due	October 5, 2015 at 3 pm
5. RFP Evaluation Completed	October 8, 2015
6. Contract Negotiations Completed	October 13, 2015
7. Vendor Selected	October 14, 2015

**RFP Table of Contents**

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## Section 2

### RFP Instructions

#### A. Examination of Proposal Documents

By submitting a proposal, vendors represent that they have thoroughly examined and become familiar with the requirements under this RFP. By submitting a proposal the vendor is capable of supplying the equipment and service with the quality required to achieve the City's objectives.

#### B. Addenda

Substantive City changes to the requirements could be made by written addendum to this RFP. Any written addenda issued pertaining to this RFP shall be incorporated into the terms and conditions of any resulting Agreement. The City shall not be bound to any modifications to or deviations from the requirements set forth in this RFP as the result of oral instructions.

#### C. Clarifications

##### 1. **Examination of Documents**

Should a vendor require clarification to this RFP, the vendor shall notify the City in writing in accordance with Section C 2 below. Should it be found that the point in question is not clearly and fully set forth in the RFP; the City may issue a written addendum clarifying the matter.

##### 2. **Submitting Requests**

All vendor questions, clarifications or comments shall be submitted in writing and must be received by the City no later than September 21, 2015, and be addressed as follows:

**Upland Fire Department  
Attn: Stephanie Rasmussen  
475 N Euclid Ave  
Upland, CA 91785**

or emailed to: [srasmussen@ci.upland.ca.us](mailto:srasmussen@ci.upland.ca.us)  
or faxed to: 909-931-4196

All correspondence shall be clearly marked on the outside in the case of written questions, or in the Subject heading in the case of e-mails, or on the cover sheet in the case of facsimiles, with "RFP – Cardiac Monitors -- Questions"

**Inquiries for clarification received after September 21, 2015 will not be accepted.**

3. **City Responses**

Responses from the City will be communicated in writing by Addendum, and will be postmarked no later than September 28, 2015.

D. **Submission of Proposals**

1. **Date and Time**

All proposals are to be submitted to the City of Upland, Attention: Dave Corbin, no later than October 5<sup>th</sup> at 3 pm. Proposals received after that time and date will be rejected by the City as non-responsive and returned unopened.

2. **Address**

Proposals shall be addressed as follows:

**City of Upland  
City Clerk Division  
Attn: Dave Corbin  
460 N Euclid  
Upland, CA 91785**

Proposals may be delivered in person to the person and address above.

**Proposals shall not be sent via e-mail or fax.**

3. **Identification of Proposal**

Vendor shall submit a proposal package consisting of:

- a) One (1) signed original and four (4) copies of its proposal
- b) A completed and signed Price Form in a separate sealed envelope, marked "Price Form"
- c) The proposal packaged shall be addressed as shown above, bearing the vendor's name and address and clearly marked as follows:

**City of Upland RFP  
Cardiac Monitors**

4. **Acceptance of Proposals**

The City reserves the right to accept or reject any and all proposals, or any item or part thereof, or to waive any informalities or irregularities in proposals

The City reserves the right to withdraw this RFP at any time without prior notice and the City makes no representations that any contract will be awarded to any vendor responding to this RFP

The City reserves the right to postpone proposal opening for its own convenience

E. **Pre-Contractual Expenses**

Pre-contractual expenses are defined as expenses incurred by the vendor in:

- a) Preparing its proposal in response to the RFP
- b) Submitting the proposal to the City
- c) Negotiating with City any matter related to the proposal

- d) Any other expenses incurred by the vendor prior to the date of award, if any, of the Agreement

The City shall not, in any event, be liable for any pre-contractual expenses incurred by the vendor in the preparation of its proposal. Vendor shall not include any such expenses as part of its proposal.

**F. Contract Award**

Issuance of the RFP and receipt of proposals does not commit the City to award an Agreement. The City reserves the right to postpone proposal opening for its own convenience, to accept or reject any or all proposal received in response to the RFP, to negotiate with other the selected vendor(s) should negotiations with the selected vendor(s) be terminated, to negotiate with more than one vendor simultaneously or to cancel all or part of this RFP.

**G. Acceptance of Order**

The successful vendor(s) will be required to accept a Purchase Order in accordance with and including as a part thereof the published notice of Request for Proposals and this Request for Proposals, including all requirements, conditions and specifications contained herein, with no exceptions other than those specifically listed in the written purchase order.

**H. Public Records**

Responses (proposals) to the RFP and the documents constituting any contract entered into thereafter become the exclusive property of the City of Upland and shall be subject to the California Public Records Act (Government Code Section 6250 et seq.). The City of Upland's use and disclosure of its records are governed by this Act.

Those elements in each proposal which proposer considers being trade secrets, or otherwise exempting by law from disclosure, should be prominently marked as TRADE SECRET, CONFIDENTIAL, or PROPRIETARY by proposer. The City of Upland will use its best efforts to inform proposer of any request for disclosure of any such document. The City of Upland, shall not in any way, be liable or responsible for the disclosure of any such records including, without limitation; those so marked if disclosure is deemed to be required by law or by an order of the Court.

In the event of litigation concerning disclosure of information the proposer considers exempt from disclosure, the City of Upland will act as stakeholder only, holding the information until otherwise ordered by court or other legal process. If the City of Upland is required to defend an action arising out of a Public Records Act request for any of the contents of a proposer's proposal marked TRADE SECRET, CONFIDENTIAL, or PROPRIETARY proposer shall defend and indemnify the City of Upland from all liability, damages, costs and expense, including attorneys' fees, in any action or proceeding arising under the Public Records Act.

To insure confidentiality, proposers are instructed to enclose all TRADE SECRET, CONFIDENTIAL, or PROPRIETARY data in separate sealed envelopes, which are then, included with the proposal documents. Because the proposal documents are available for review by any person after award of a contract resulting from a RFP, the City of Upland shall not in any way be held responsible for disclosure of any TRADE SECRET, CONFIDENTIAL, or PROPRIETARY documents that are not contained in envelopes prominently marked

## Section 3

### Evaluation and Award

The City is soliciting firms and/or individuals who have established knowledge and expertise in all aspect of the equipment/services requested in this RFP. Minimum requirements are as follows:

1. Have a minimum of three (3) public agency accounts comparable to the City of Upland within the last five (5) years providing the same or similar equipment/services requested in the RFP.
2. Have sufficient staff and/or sub-vendors available with experience in the disciplines required.
3. Provide references of agencies you have contracted with, providing the same or similar equipment/services.

#### A. Evaluation Criteria

All proposals received as specified will be evaluated by Cities Fire Department staff. During the evaluation period, the City may do any or all of the following: generate a “short list” and conduct interviews with the top vendor’s; conduct negotiations with the most qualified vendor(s). Proposer should be aware; however, that award may be made without vendor visits, interviews, or further discussions or negotiations.

#### B. Award

The City will evaluate the bid responses and then select the bid considered to be the most competitive that meets the Cities requirements. The City may also negotiate contract terms with selected vendor prior to award, and expressly reserves the right to negotiate with several vendors simultaneously and, thereafter, to award a contract to the vendor offering the most favorable terms to the City

The City reserves the right to award its total requirements to one vendor or to apportion those requirements among several vendors as the City may deem to be in its best interest. In addition, negotiations may or may not be conducted with vendors; therefore, the bid submitted should contain vendors’ most favorable terms and conditions, since the selection and award may be made without discussion with any vendor.

## Section 4

### Proposal Content and Forms

#### A. Proposal Format and Content

##### 1. Presentation

Proposals shall be typed, double spaced, single-sided and submitted on 8 ½ x 11 size paper, and bound with one staple. Any other means of binding is highly discouraged. Proposals should not include any plastic or oversized covers or binder, or any unnecessary elaborate or promotional material. Information should be presented in the order in which it is requested. Lengthy narrative is discouraged, and presentations should be brief and concise. Proposals should not exceed twenty five (25) pages in length, excluding any appendices.

##### 2. Letter of Transmittal

A Letter of Transmittal shall be included with the proposal, addressed to **Dave Corbin**, and must, at a minimum, contain the following.

- a) Identification of vendor, including name, address and telephone numbers
- b) Acknowledgment of receipt of all RFP addenda, if any
- c) Name, title, address and telephone number of vendor's contact person during period of proposal evaluation
- d) Statement to the effect that the proposal shall remain valid for a period of not less than 90 days from the date of submittal
- e) Signature of a person authorized to bind vendor to the terms of the proposal

##### 3. Fee Proposal

Vendor shall complete and sign the Price Form in Section 5.

##### 4. Appendices

Information considered by vendor to be pertinent to this project and which has not been specifically solicited in any of the previous sections may be placed in a separate appendix section. Vendors are cautioned, however, that this does not constitute an invitation to submit large amounts of materials; appendices should be relevant and brief.

#### B. Non-Collusion Affidavit

Vendor shall complete and sign the Non-Collusion affidavit on the following page and submit with proposal.

**NON-COLLUSION AFFIDAVIT**

STATE OF CALIFORNIA )  
 )§  
COUNTY OF SAN BERNARDINO )

\_\_\_\_\_, being first duly sworn, deposes and says  
(Name of Affiant)

That he is \_\_\_\_\_ of \_\_\_\_\_  
(Title) (Name of Proposer)

the party making the foregoing proposal; that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any proposer or anyone else to put in a sham proposal, or that anyone shall refrain from proposing; that the proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the proposer or any other proposer, or to fix any overhead, profit or cost element of the proposal price, or of that of any other proposer, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and further, that the proposer has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

The provisions of this Affidavit shall not be held as disqualifying a person, firm, or corporation who has submitted a sub-proposal to one proposer from submitting separate sub-proposals or quoting prices for material or work to other proposers.

\_\_\_\_\_  
(Signature) (Title)

\_\_\_\_\_  
(Typed Name)

**California All-Purpose Acknowledgment**

State of California  
County of \_\_\_\_\_)

On \_\_\_\_\_ (date), before me, \_\_\_\_\_

(Insert name and title of the officer), personally appeared \_\_\_\_\_,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

(Seal)

Signature \_\_\_\_\_

## Section 5

### Specifications – Bid Sheet and Exhibits

**Complete the following pages and include with proposal documents**