



WHITE COUNTY, TENNESSEE  
DEPARTMENT OF FINANCE  
COURTHOUSE ROOM 204  
1 EAST BOCKMAN WAY  
SPARTA, TENNESSEE 38583  
PHONE (931)-836-3216 FAX (931)-836-3343  
[finance@whitecountyttn.gov](mailto:finance@whitecountyttn.gov)

---

**WHITE COUNTY, TENNESSEE**  
**RFP Package**  
*for*  
**RFP Number: 2020-1016-02-012**

**Emergency Medical Service  
Portable Ventilator**

RFP Opening:

October 16, 2020  
2:00pm Central Time

RFP Opening Location:

White County Department of Finance  
1 East Bockman Way, Room 204  
Sparta, Tennessee 38583

*Posted for public inspection at  
[whitecountyttn.gov/bids](http://whitecountyttn.gov/bids)*

## Table of Contents

I.	Purpose and Overview .....	3
A.	Purpose .....	3
B.	Project Description .....	3
C.	Delivery and Training .....	3
D.	Contract Term .....	3
E.	Service and Warranty .....	3
F.	References .....	4
II.	Detailed Specifications .....	4
A.	Portable Ventilator .....	4
III.	Evaluation of Proposals .....	5
A.	Method of Source Selection .....	5
B.	RFP Timetable.....	5
IV.	Instructions for Request for Proposal Responses.....	5
A.	Compliance with RFP .....	5
B.	Delivery of RFP Response .....	6
V.	General Terms and Conditions .....	6
A.	Electronic Transmissions .....	6
B.	Laws and Regulations .....	6
C.	Sub-contracts .....	6
D.	Award of Contract .....	6
E.	Title VI of the Civil Rights Act of 1964.....	7
F.	Errors in Proposals .....	7
G.	Taxes .....	7
H.	Tie Bids .....	7
I.	Specification Details.....	7
VI.	Advertisement for RFP .....	8
VII.	RFP Response Form .....	9
VIII.	Exception Form .....	10
IX.	References Form .....	11
X.	Certification of Bidder Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion ...	12
XI.	Iran Divestment Act.....	13

## **I. Purpose and Overview**

### **A. Purpose**

The White County Department of Finance, on behalf of the White County Emergency Medical Service (EMS), is soliciting proposals for the purchase of one (1) portable ventilator, designed specifically for use in the emergency medical service environment.

### **B. Project Description**

The objective of this request for proposals is to provide for the purchase and delivery of one (1) portable ventilator from a supplier or manufacturer (hereinafter referred to as vendor) of medical devices and equipment, specifically designed for use in the emergency medical service environment. The selected vendor must have a proven track record of providing high quality, durable medical devices and equipment with exceptional customer service. Any response to this RFP should provide information on the vendor's history, qualifications, and market share as it relates to the Emergency Medical Service environment.

White County Emergency Medical Service makes an estimated 4,200 calls per year while servicing an estimated population of 27,000. The service consists of twenty-two (22) full-time employees and eight (8) ambulances.

### **C. Delivery and Training**

All prices quoted should include the cost of shipping to Sparta, Tennessee. In the event training on the medical devices or equipment is required, separate pricing should be quoted for this service.

Any response to this RFP should specify the average lead-time required for delivery of any of the products proposed.

### **D. Contract Term**

The contract issued as a result of this RFP will begin on the date of award and continue until June 30, 2021. The contract may be extended, by mutual consent of both parties, for an additional four (4), one (1) year periods. In no event shall the resultant contract be for more than five (5) years.

The contract issued as a result of this RFP may be terminated by either party for convenience, upon 30 (thirty) days written notice.

### **E. Service and Warranty**

The response to this RFP should provide details on the standard warranty provided with the products as well as any additionally warranty options. A minimum of a one (1) year warranty is required on any product.

Careful consideration should also be given to the process required for normal service of devices and equipment, as well as warranty work. The response to this RFP should detail how warranty items will be handled as well as the vendor's ability to offer normal service and maintenance to devices and equipment.

## **F. References**

A minimum of three (3) EMS industry references should be provided in any response to this RFP. For ease of response to this request, a reference sheet has been provided as part of this RFP document. References from within the State of Tennessee are preferred, but not required.

## **II. Detailed Specifications**

White County is requesting any proposing vendor be capable of meeting the following specifications.

### **A. Portable Ventilator**

#### **1. General Requirements**

- a.) Must be capable of being utilized on infants to adults, with a minimum patient size of at least eleven (11) pounds
- b.) Capable of operating in temperatures between 32°F and 122°F
- c.) Must be vibration, shock, and drop tested to meet MIL-STD 810F for use in an EMS environment
- d.) Compressor driven
- e.) Unit must be able to operate with compressor alone, with high-pressure oxygen, or with low-flow oxygen
- f.) Unit must be easily calibrated and repaired in the field (under most circumstances)
- g.) Operator should be able to operate unit without visible light or in low-light conditions
- h.) Liquid Crystal Display (LCD)

#### **2. Clinical Requirements**

- a.) Unit should provide both volume and pressure targeted breaths
- b.) Unit should have the following modes: Assist Control, Synchronized Intermittent Mechanical Ventilation, Continuous Positive Airway Pressure, Noninvasive BL Ventilation with IPAP and EPAP as primary setting
- c.) Should measure plateau pressure
- d.) Pulse oximeter
- e.) FiO<sub>2</sub> should be adjustable in 1% increments
- f.) Unit should have both audible and visible alarm systems

#### **3. Battery Requirements**

- a.) Rechargeable lithium-ion batteries are required
- b.) Low battery indicator
- c.) When plugged in, unit should be able to recharge while also operating at full capacity

### **III. Evaluation of Proposals**

#### **A. Method of Source Selection**

White County will score all properly submitted proposals to this RFP based on the below matrix. All proposals will be scored by at least two (2) scorers independently of each other.

<b><u>Criteria</u></b>	<b><u>Possible Points</u></b>
Price of equipment, services, and fees	25
Compliance with RFP requirements	20
Overall functionality of equipment	15
Vendor qualifications and references	10
Service, maintenance, and warranty	10
Prior experience with vendor	10
Delivery lead-time	10

The responder with the highest points after applying this matrix will be awarded the resultant contact form this RFP.

#### **B. RFP Timetable**

Issue Request for Proposals	September 30, 2020
Deadline for Written Questions	October 9, 2020 @ 2PM
Amendment(s) Issued	October 13, 2020
Proposals Due	October 16, 2020 @ 2PM
Notification of Selected Proposer	October 30, 2020

*All times listed are Central Time.*

### **IV. Instructions for Request for Proposal Responses**

#### **A. Compliance with RFP**

Submissions must be in strict compliance with this Request for Proposals. Failure to comply with all provisions of the RFP may result in disqualification.

Requests for additional information or clarifications by potential Proposers must be made in writing. Proposers may email requests for additional information or clarifications.

Requests for additional information or clarifications shall be sent to:

*Mike Kerr*  
*Director of EMS*  
*White County, Tennessee*  
[mike.kerr@whitecountyn.gov](mailto:mike.kerr@whitecountyn.gov)

Prior to the due date, responses to inquiries and all RFP amendments White County deemed necessary will be issued and published on the solicitation web page. Bidders should not rely on any representations, statements, or explanations other than those made in any written addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued shall prevail.

Addenda will be made available on the solicitation web page and it is solely the Proposer's responsibility to assure receipt of all addenda.

Solicitation Web Page is: [www.whitecountyttn.gov/bids](http://www.whitecountyttn.gov/bids)

## **B. Delivery of RFP Response**

Submissions will be accepted by the White County Department of Finance no later than **2:00 p.m. October 16, 2020** (local time).

All documents shall be submitted to the following:

Chad S. Marcum  
Director of Finance  
White County Department of Finance  
1 East Bockman Way, Room 204  
Sparta, Tennessee 38583

All submissions must be written, sealed, and labeled as a response to this RFP. Submission by electronic means will not be accepted.

## **V. General Terms and Conditions**

### **A. Electronic Transmissions**

Electronic transmissions will not be accepted, except when in the course of the proposal process addendums or other notifications of errors on behalf of the owner places an undue hardship upon prospective proposer. Written notification by the owner must precede the acceptance of facsimile or email transmissions.

### **B. Laws and Regulations**

The proposer's attention is directed to the fact that all applicable state laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over the project shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though herein written out in full. Proposers may be required to provide proof of valid business license and Workers Compensation Insurance if required by law.

### **C. Sub-contracts**

The Proposer is specifically advised that any person, firm, or other party to whom it is proposed to award a sub-contract under this contract must be acceptable to White County.

### **D. Award of Contract**

White County further reserves the right to reject any and all proposals, to waive any and all informalities and to negotiate contract terms with the successful proposer, and the right to disregard all non-conforming, non-responsive or conditional proposals. White County may conduct such investigations as it deems necessary to assist in the evaluation of any proposal to establish the responsibility, qualifications, and financial ability of the proposer, proposed sub-contractors and other persons and organizations to perform the work in accordance with the contract documents to the proposer who does not pass any such evaluation to the owner's satisfaction. The contract shall be awarded to the lowest, best and most responsible bidder, whose evaluation by the owner indicates to the owner that the

award will be in the best interest of White County. It is also understood that the “apparent low bidder” will be announced at the bid opening; however the “successful bidder”, who may or may not be the lowest bidder, will not be announced until all issues, which include, but are not limited to quality, service, conformity to specifications, etc. have been resolved and until a period of review has been completed by the County. White County does not enter into contracts which provide for mediation or arbitration.

#### **E. Title VI of the Civil Rights Act of 1964**

All interested parties, without regard of race, color or national origin, shall be afforded the opportunity to bid and shall receive equal consideration. Title VI states “No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program activity receiving Federal financial assistance.” White County strives to protect individuals’ civil rights through active compliance with the requirements of Title VI.

#### **F. Errors in Proposals**

When an error is made in extending total prices, the unit bid price will govern. Carelessness in quoting prices or in preparation of proposal otherwise, will not relieve the bidder. Erasures or changes to proposals must be initialed. Any alteration, erasure, addition to or omission of required information, change of the specifications or bidding schedule, is made at the risk of the proposer.

#### **G. Taxes**

White County is tax exempt except where T.C.A. §67-6-209 shall be applicable.

#### **H. Tie Bids**

If two or more proposers submit identical bids and are equally qualified; selection shall be made at the discretion of the county based upon performance.

#### **I. Specification Details**

These specifications have been designed to meet a certain level of quality as well as to standardize certain components. In numerous places reference to specific brands of components may have been made. This has been done to establish a certain level of quality and in no way is an attempt to write out venders of similar or equal equipment components.

## **VI. Advertisement for RFP**

White County, Tennessee  
Request for Proposals  
RFP No. 2020-1016-01-011

Take notice that the Director of Finance for White County shall accept sealed written proposals for emergency medical service portable ventilators.

Proposals, bids, or responses must be submitted to the office of the Director of Finance, Room 204, White County Courthouse, Sparta, Tennessee, 38583, no later than 2:00 P.M. central time, October 16, 2020 at which time the proposals will be opened and considered.

Copies of RFP documents may be obtained at [whitecountyttn.gov/bids](http://whitecountyttn.gov/bids)

The owner (White County) further reserves the right to reject any and all proposals, to waive any and all informalities and to negotiate contract terms with the successful proposer, and the right to disregard all non-conforming, non-responsive, or conditional proposals.

Chad S. Marcum  
Director of Finance  
Publication Date: 09/30/2020

## VII. RFP Response Form

**Project:** EMS Portable Ventilator

**Bid Date:** October 16, 2020; 2:00p.m. Central Time

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Pricing:**

Portable Ventilator: \$ \_\_\_\_\_ each.

Estimated Ordering Lead Time: \_\_\_\_\_

**Please include this page with the following items in your response:**

- 1) Proposed solution for the project, in a format of your choosing, that corresponds with the requirements as outlined in this RFP.
- 2) List of at least three (3) EMS industry references.
- 3) Exception form (*if necessary*)
- 4) Debarment certification form
- 5) Iran Divestment Act certification form

By signing below, I affirm that I am a duly appointed and authorized representative of the company named herein. Furthermore, acting on behalf the named company I acknowledge that I have read, understand, and agree to abide by all terms and conditions as outlined in this request for proposal unless otherwise properly and specifically noted.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

### **VIII. Exception Form**

Proposer has agreed to abide by all terms and conditions of this RFP, except for specific exceptions as noted below. If taking exception, please note the page and section number where exception is taken.

*Use Additional Pages as Needed*

## **IX. References Form**

Use this form to provide details of at least three (3) references with firsthand knowledge of the products your firm offers.

### **Reference #1:**

Name of Client: \_\_\_\_\_  
*Procuring Entity (Federal Agency, State Agency, Local Government, Other)*

Location (City, State): \_\_\_\_\_

Client Representative knowledgeable about the project work:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### **Reference #2:**

Name of Client: \_\_\_\_\_  
*Procuring Entity (Federal Agency, State Agency, Local Government, Other)*

Location (City, State): \_\_\_\_\_

Client Representative knowledgeable about the project work:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### **Reference #3:**

Name of Client: \_\_\_\_\_  
*Procuring Entity (Federal Agency, State Agency, Local Government, Other)*

Location (City, State): \_\_\_\_\_

Client Representative knowledgeable about the project work:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Attach additional pages as necessary.

*White County reserves the right to contact the client representative for this project.*

**X. Certification of Bidder Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion**

<b>CERTIFICATION OF BIDDER REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION</b>	
<b>INSTRUCTIONS</b>	
<p>This certification is required pursuant to 24.CFR Section 24.510(b). It shall be completed, signed and submitted as part of the bid proposal.</p>	
<ol style="list-style-type: none"><li>1. By signing and submitting this proposal, the prospective lower-tier participant certifies that neither it, its principals nor affiliates, is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Further, the Participant provides the certification set out below:</li><li>2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that an erroneous certification was rendered, in addition to other remedies available to the Federal Government, the Department or agency with which this transaction originated may pursue available remedies.</li><li>3. Further, the Participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the Participant learns that this certification was erroneous when submitted or has become erroneous by reason of changed circumstances.</li><li>4. By submitting this proposal, it is agreed that should the proposed covered transaction be entered into, the Participant will not knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction unless authorized by the agency with which this transaction originated.</li><li>5. It is further agreed that by submitting this proposal, the Participant will include this Certification, without modification, in all lower-tier covered transactions and in all solicitations for lower-tier covered transactions.</li></ol>	
Contractor Name and Title _____ Date _____	
Signature _____ Address _____	
City _____ State _____ Zip _____	
<b>NON-CERTIFICATION:</b>	
<p>As the prospective lower-tier participant, I am unable to certify to statements in this Certification as explained in the attachment to this proposal.</p>	
Contractor Name and Title _____ Date _____	
Signature _____ Address _____	
City _____ State _____ Zip _____	

The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001.

## XI. Iran Divestment Act

### IRAN DIVESTMENT ACT

In compliance with the Iran Divestment Act (State of Tennessee 2016, Public Chapter No. 817), which became effective on July 1, 2016, certification is required of all bidders on contracts over \$1,000.

*By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party hereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to T.C.A. § 12-12-106.*

*I affirm, under the penalties of perjury, this statement to be true and correct.*

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Bidder

\_\_\_\_\_

Company

A bid shall not be considered for award nor shall award be made where the foregoing certification has been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. The **City/County of White** may award a bid to a bidder who cannot make the certification, on case-by-case basis, if:

1. The investment activities in Iran were made before July 1, 2016, the investment activities in Iran have not been expanded or reviewed on or after July 1, 2016, and the person has adopted, publicized, and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
2. The **City/County of White** makes a determination that the goods or services are necessary for the **City/County of White** to perform its functions and that, absent such an exemption, the political subdivision will be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.