

City of West Hollywood

Public Safety Department

Request for Proposals (RFP)

Maintenance of Automated External Defibrillator (AED) Public Access Defibrillation (PAD) Program

The City invites proposals from qualified vendors to provide maintenance of an AED PAD program according to specifications set forth in this Request for Proposals (RFP). The Contractor will install AEDs in City owned and/or operated buildings and manage the PAD program for the AEDs deployed throughout the City. The Contractor will train employees in associated AED and CPR techniques, which includes knowledge of the Internal Emergency Response Plan, to certify them as lay rescuers.

The City hopes to achieve the following through an AED PAD program:

- Ensure that public buildings are equipped with functional AEDs;
- Review AED equipment with regular maintenance checks;
- Supply a Medical Director to oversee the PAD program;
- Develop a system to ensure that bystanders alert authorized lay rescuers;
- Supervise certification and re-certification training programs to confirm employees as lay rescuers in cardiopulmonary resuscitation ("CPR") and AED techniques.

Instructions

Proposals shall be submitted in writing in a sealed envelope plainly marked on the outside: "Proposal: Automated External Defibrillator Public Access Defibrillation Program." **Two (2) copies of the proposals shall be submitted no later than 4 PM on Tuesday, July 5, 2016.** (Proposals will not be accepted by facsimile or email.)

Proposals must be addressed as follows:

City Clerk
City of West Hollywood
8300 Santa Monica Boulevard
West Hollywood, CA 90069
Proposal: Automated External Defibrillator Public Access Defibrillation Program

Proposals shall be typewritten and signed by a duly authorized officer of the proposer. Proposals shall be complete in order to be considered.

All proposals shall include the following:

- A. A letter of transmittal
- B. An executive summary
- C. General vendor information
- D. Complete answers to Section 2 of the full RFP
- E. An implementation plan

F. Detail any exceptions to the full RFP

For a full copy of the Request for Proposals (RFP) please contact the City Clerk's office at 323-848-6365 or the Public Safety Department by email at kcook@weho.org.

The City reserves the right to reject any and all proposals and award the contract to the Contractor who best meets the requirements set forth in the Specifications.

Yvonne Quarker
City Clerk

AFFIDAVIT OF POSTING

State of California)

County of Los Angeles)

City of West Hollywood)

I declare under penalty of perjury that I am employed by the City of West Hollywood in the Office of the City Clerk and that I posted this agenda on:

Date: MAY 26, 2016

Signature: [Handwritten Signature]