

**Invitation to Bid (ITB)**  
**AED Installation and Maintenance Specifications**

**The Department of General Services, State of Tennessee Real Estate Asset Management (STREAM) division is seeking to obtain a contract for installation and maintenance of Automated External Defibrillators (AED) in State owned facilities. These services include surveying and installation of new and replacement AEDs as well as monthly inspections and maintenance of current AEDs across the State.**

**1. Definitions**

- a. **AED Accessory Kit – shall mean** a kit that includes razor, CPR pocket mask, gloves, gauze, trauma scissors, sterile gauze pads, and alcohol prep pads.
- b. **Automated External Defibrillator (AED) – shall mean** a portable, electronic defibrillator unit.
- c. **Medical Director – shall mean** a licensed physician employed by the Contractor whose duties include the direction of the Contractor’s AED services.
- d. **Program Manager – shall mean** an employee of the Contractor in charge of oversight of the State’s AED program and the first point of contact for the State.
- e. **Tennessee Emergency Medical Services Board – shall mean** the medical board appointed by the Governor empowered to approve training schools and provide oversight on emergency medical services within the State.
- f. **Trip Charge – shall mean** a predetermined flat rate fee that a Contractor shall charge that includes traveling both to and from a moving job within one of four (4) specific regions as defined further within this document.

**2. Scope of Work**

- a. The Contractor shall provide a system-wide defibrillation standard, review, and oversight of AEDs by the office of the Medical Director, in addition to ensuring compliance with all county, state, and federal guidelines relating to the placement, maintenance, and use of AEDs. The contractor shall also maintain medical oversight and direction when placing AED units.
- b. The Contractor shall supply CardiAct HeartSine Automated External Defibrillator units at the cost determined within this contract as the preferred unit for installation. The preferred unit may be subject to change at the discretion of the State. The contractor shall provide Zoll Plus Automated External Defibrillator units as the secondary option, in the case that the preferred unit is not available for purchase. The Contractor shall supply evidence of being an approved vendor by the manufacturer of each model.

- c. The Contractor shall provide replacement batteries and pads for all current State-owned and maintained AED units. Current brands in use include Heartsine, Zolls, Phillips, and Defibtech.
- d. The Contractor shall provide unalarmed AED cabinets for all AED installations that require a new cabinet. Each cabinet installation shall require an AED Accessory Kit.
- e. The Contractor shall, upon request from the State, conduct surveys of State facilities to advise on AED placement based on county, State, and federal guidelines, industry standards, and best practices. Attachment B provides locations of the State's current AED installations. This is not an immutable list, units and State facilities may be added to or removed from the program as necessary.
- f. The Contractor shall provide electronic record-keeping services for program management, AED placement locations, certifications, incident correspondence, data collection and re-certification notification. These record-keeping services shall allow Program Manager remote, electronic access to all records of the AED program currently serviced by the Contractor. Contractor will ensure that training of identified first responders at the listed facilities is in compliance with T.C.A 1200-12-01-19, consistent with the scientific guidelines of the American Heart Association and has been approved by the Tennessee Emergency Medical Services Board.
- g. The Contractor shall provide monthly maintenance check lists as mandated by law, in addition to performing on-site maintenance for AED units. All supporting documentation shall be available to the Program Manager upon request. Monthly inspection of AEDs, performed in-person by a Contractor employee, shall ensure devices are available for use and that all components are within the manufacturer's warranty period. A test run of the AEDs must be conducted as recommended by the manufacture to ensure they are operable, and all supplies (batteries and pads) are in accordance with the manufacturer's guidance. Facility shall provide escort for each location where necessary. Contractor will issue a monthly email notification to all the designated employees who are assigned by the State.
- h. The Contractor shall provide a Program Manager that will be responsible for the management of the AED program and act as the point of contact for AED emergency matters.
- i. The Contractor shall provide, upon request from the State, all legally required training to State employees on the use of AEDs at State facilities. All training should abide by the programs certified by the American Heart Association, American Red Cross, or American Safety and Health Association, and shall include Cardiopulmonary Resuscitation (CPR) and first aid training. For each training, the State shall notify the Contractor of the number of attendees, subject to change upon the State's

notification until twenty-four hours preceding each training. The Contractor shall bill per attendee. If attendance for a training does not meet 80% of the projected attendance rate, the Contractor shall bill at a maximum of 80% attendance. The Contractor shall ensure that the instructor to attendee ratio shall not exceed twelve (12) students per one (1) instructor for any training.

- j. The Contractor shall, when possible, install equipment in existing AED locations. The Contractor shall remove and dispose of old equipment as directed by the State.
- k. Equipment Maintenance: The Contractor shall maintain all AED equipment and accessories in a state of readiness and per manufacturer guidelines. At a minimum, the Contractor shall check the AED monthly and after each use. The Contractor shall keep records of equipment checks and make them available for inspection to the AED coordinator upon request. The Contractor shall keep records for at least five (5) years. All supporting documentation shall be available to the Program Manager upon request.
- l. The Contractor may charge a Trip Charge for all four (4) regions of the state that is one flat rate per region. A single Trip Charge includes travel both to and from a specific job. Any multiple Trip Charges on a single job shall be discussed with the appointed State contact prior to services rendered. See Attachment A for a diagram of the regions.
- m. The Contractor shall provide a Medical Director, a physician whose responsibilities are to:
  - I. Provide medical direction and oversight for the use of the AED device; it is a federal/state requirement that an organization's AED Program be supervised under the care of a Tennessee State licensed physician.
  - II. Each placement of an AED shall be overseen and endorsed by a physician with an unrestricted license to practice medicine or osteopathy in Tennessee; it is a federal/state requirement that each AED have a physician's endorsement assigned to each specific AED's Serial Number. These endorsements for the AED Program will be drafted by Contractor's Medical Director.
  - III. Work internally with Contractor to establish protocols for AED deployment; it is a federal/state requirement that the placement of all AED's be on-record with the local EMS agency. Contractor will provide for all AED placement locations to the proper designated EMS agencies for all the AED's within the State's AED Program.
  - IV. Review and approve guidelines for training, maintenance, notification, and communication with the local emergency medical service system related to the use of AEDs and CPR; Life-support CPR/AED training certifications have

expiration dates - generally two (2) years after course completion. Contractor will monitor the CPR/AED training re-certifications schedules for the employees assigned by the State to serve as responders for its AED Program.

- V. Evaluate post-event reviews; it is a federal/state requirement to provide proper medical reporting following an AED usage. Contractor will provide the necessary medical documentation required following any AED usage, as well as provide a "Loaner AED" to the site location while data is downloaded from the device which was used in the medical response. This "Loaner AED" will ensure that all designated site locations have an AED available at all times.

### **3. Service Terms**

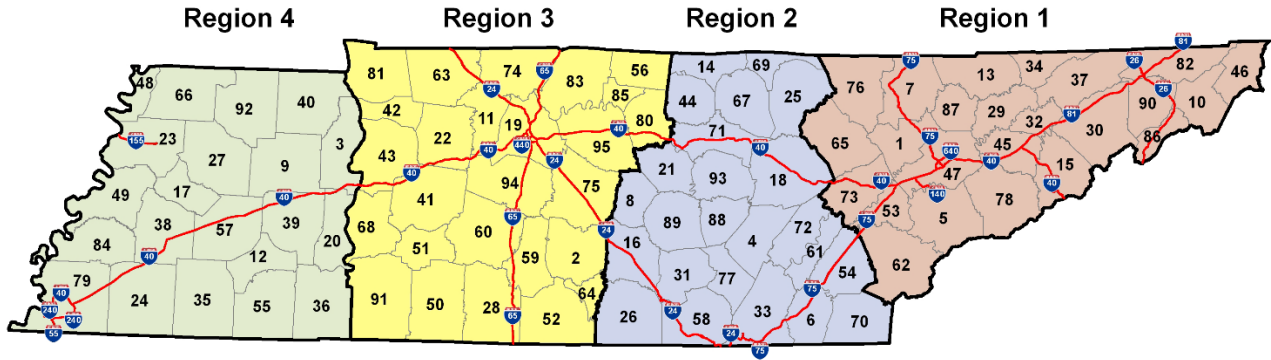
- a. Contractor agrees to provide appropriately trained labor for variable assignments as may be requested by the State.
- b. Contractor agrees that services will be adequately staffed by properly trained and qualified personnel appropriate to the repairs/service being performed.
- c. Contractor agrees and understands that all work shall be performed only upon the request by the State.
- d. Contractor agrees any task performed shall require a purchase order from the State prior to the start of any work.
- e. Contractor agrees to provide supervision for work being performed at property and shall maintain responsibility for ensuring all safety and job requirements are being met.
- f. Contractor agrees all work completed under this agreement shall be performed between 8 a.m. and 4 p.m. on weekdays excluding State holidays unless overtime is requested and approved by the State.
- g. Contractor agrees that upon completion of service calls, the State shall receive a written report detailing work performed and listing any recommendations for further repair or maintenance.
- h. The State reserves the right to request a written estimate quoted per job prior to the start of work. In the event that a quotation is requested and approved, it shall supersede the time and material rates listed in this Agreement.

- i. All work performed on site will meet State and Federal requirements, including O.S.H.A and T.C.A 1200-12-01-19.
- j. The State has the right to withhold payment on work performed that does not meet quality standards.

**Line Items**

<b>Line</b>	<b>Description</b>	<b>OUM</b>
Line 1	Stryker Heartsine Samaritan PAD 350P Semi-Auto Device Part# HS-350-STR-US-10	per device
Line 2	Zoll AED Plus Semi-Automatic Part# 8000-004000-01	per device
Line 3	Location Survey & Installation	per device
Line 4	Monthly Inspections	per device
Line 5	State Employee Safety Training	per attendee
Line 6	Trip Charge Region 1	per trip
Line 7	Trip Charge Region 2	per trip
Line 8	Trip Charge Region 3	per trip
Line 9	Trip Charge Region 4	per trip
Line 10	Heartsine Battery and Pads Pad# HS-PAD-PAK-01	per unit
Line 11	Zoll Plus Battery Battery# 8000-0807-01	per unit
Line 12	Zoll Plus Pads Pad# 8900-0800-01	per unit
Line 13	Phillips Battery Pad# M5071A	per unit
Line 14	Phillips Pads Battery# M5070A	per unit
Line 15	Defibtech Battery Battery# DCF-200	per unit
Line 16	Defibtech Pads Pad# DDP-100	per unit
Line 17	V-9 Defibtech lithium Battery Battery# DAC-410	per unit
Line 18	AED Accessory Kit	per unit
Line 19	Cabinets	per unit
Line 20	AED Sign	per unit
Line 21	AED Sign Installation	per unit

## Attachment A Region Map



**Alphabetical List of Counties in Tennessee**

01 Anderson	17 Crockett	33 Hamilton	49 Lauderdale	65 Morgan	81 Stewart
02 Bedford	18 Cumberland	34 Hancock	50 Lawrence	66 Obion	82 Sullivan
03 Benton	19 Davidson	35 Hardeman	51 Lewis	67 Overton	83 Sumner
04 Bledsoe	20 Decatur	36 Hardin	52 Lincoln	68 Perry	84 Tipton
05 Blount	21 DeKalb	37 Hawkins	53 Loudon	69 Pickett	85 Trousdale
06 Bradley	22 Dickson	38 Haywood	54 McMinn	70 Polk	86 Unicoi
07 Campbell	23 Dyer	39 Henderson	55 McNairy	71 Putnam	87 Union
08 Cannon	24 Fayette	40 Henry	56 Macon	72 Rhea	88 Van Buren
09 Carroll	25 Fentress	41 Hickman	57 Madison	73 Roane	89 Warren
10 Carter	26 Franklin	42 Houston	58 Marion	74 Robertson	90 Washington
11 Cheatham	27 Gibson	43 Humphreys	59 Marshall	75 Rutherford	91 Wayne
12 Chester	28 Giles	44 Jackson	60 Maury	76 Scott	92 Weakley
13 Claiborne	29 Grainger	45 Jefferson	61 Meigs	77 Sequatchie	93 White
14 Clay	30 Greene	46 Johnson	62 Monroe	78 Sevier	94 Williamson
15 Cocke	31 Grundy	47 Knox	63 Montgomery	79 Shelby	95 Wilson
16 Coffee	32 Hamblen	48 Lake	64 Moore	80 Smith	

**Attachment B**  
**Current State AED Locations**

<b>Address</b>	<b>Unit(s)</b>
State Museum, 1000 Rosa L. Parks Blvd., Nashville, TN 37208	2
WRS Tower, 312 Rosa L. Parks Blvd., Nashville, TN 37243	33
Andrew Jackson, 500 Deaderick St., Nashville, TN 37243	21
Citizens Plaza, 400 Deaderick St., Nashville, TN 37243	2
James K Polk, 505 Deaderick St., Nashville, TN 37243	9
Rachel Jackson, 320 Sixth Ave North, Nashville, TN 37243	9
Andrew Johnson, 710 James Robertson Pkwy, Nashville, TN 37219	5
Davy Crockett, 500 James Robertson Pkwy, Nashville, TN 37219	12
John Sevier, 500 Charlotte Ave., Nashville, TN 37219	8
TPS Foster, 1216 Foster Ave, Nashville, TN 37210	2
TPS Foster, 1200 Foster Ave, Nashville, TN 37210	1
TPS Foster, 1240 Foster Ave, Nashville, TN 37210	1
TPS Foster, 1150 Foster Ave, Nashville, TN 37210	2
TPS Foster, 1148 Foster Ave, Nashville, TN 37210	1
TPS Foster, 1144 Foster Ave, Nashville, TN 37210	1
Ellington, 436 Hogan Rd, Nashville, TN 37204	1
Ellington, 406 Hogan Rd. Nashville, TN 37204	1
Ellington, 440 Hogan Rd. Nashville, TN 37204	11
Centennial Surplus, 6500 Centennial Blvd, Nashville, TN 37209	2
220 French Landing, Nashville, TN 37209	5
665 Mainstream Drive, Nashville, TN 37228	3
THP Comm, 940 RS Gass Blvd, Nashville TN 37216	1
Lowell Thomas, 225 Martin Luther King Dr, Jackson, TN 38301	9
State Capitol, 600 Charlotte Ave, Nashville, TN 37243	7
War Memorial, 600 Charlotte Ave, Nashville, TN 37243	1
Library and Archives, 1001 Rep. John Lewis Way N, Nashville, TN 37219	6
THP Knoxville, 1755 Neals Commerce Ln, Knoxville, TN 37914	1
Great Circle, 310 Great Circle Rd, Nashville, TN 37228	5
TN Supreme Court, 401 7th Ave N, Nashville, TN 37219	5
Old Library & Archives, 403 Seventh Avenue North Nashville, TN 37243	1
TPAC, 1001 Rep. John Lewis Way N, Nashville, TN 37219	
505 Deaderick St, Nashville, TN 37243	12
CCSC Data Center, 901 Rep. John Lewis Way North, Nashville, TN 37243	3
TSSC Data Center, 92 Weakly Lane, Smyrna, TN 37167	1
2700 Middlebrook Pike Knoxville, TN 37921	3
7201 Strawberry Plains Pike, Knoxville, TN 37914	4
Supreme Ct Jackson II, 402 S Shannon St, Jackson, TN 38301	2
TN Supreme Ct Knox III, 535-599 Main St SW, Knoxville TN 37902	3