




Town of Windham

Fire - Rescue Department

375 Gray Road
Windham, ME 04062
Business 207-892-1911
Fax 207-892-0544

MEMORANDUM

To : Barry Tibbetts, Town Manager
From : Brent Libby, Fire-Rescue Chief 
Date : June 23, 2021
Re : Capital Project FR-2022-001

In fiscal year 2022 we established a capital project FR-2022-001 to purchase three replacement cardiac monitors for our ambulances. Our current Zoll cardiac monitors are approaching 7 years old and have reached their front-line usable life.

I would request permission to waive the bid process and sole source the purchase the three new cardiac monitors to Zoll Medical Corporation. When the current monitors were purchased a formal request for proposals was requested to include thorough assessment of the three EMS cardiac monitors on the market were conducted by staff. After the purchase of the current units we have spent that last 7 years changing over all our AED's in the Fire Department, Police Department, town buildings and schools to be compatible with our current Zoll System.

I have talked with a Zoll Medical Corporation rep and have been able to negotiate a price under budget that would include the purchase of three new cardiac monitors, trade in of two of our old monitors (one monitor would be retained for training and field use if needed), service contract, ECG Simulator trainer and "Care Review" software that allows for full review of a cardiac event for \$98,055.20. ✕

With your approval and town council approval we would order the devices immediately expecting a 6-month delivery.

LEASE - Budget - 158,479.

Thank you in advance.

** ORIGINAL QUOTE
MODIFIED - SEE ATTACHED INVOICE*



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Town of Windham
8 School Road ~ Windham, Maine 04062

PURCHASE AUTHORIZATION REQUEST
FOR PURCHASES GREATER THAN \$10,000

THIS PURCHASE AUTHORIZATION REQUEST FORM **MUST** BE COMPLETED FOR ALL PURCHASE ORDERS **EXCEEDING \$10,000**. IT MUST THEN BE SIGNED BY THE TOWN MANAGER **PRIOR TO PLACING THE ORDER** WITH THE VENDOR.

RFC Number: 221168 Estimated Dollar Amount: \$ 93,899.16
(if available)

Account to be charged: 19100-470430


Vendor Name: Zoll Medical Corporation Requested by: Brent Libby
Systems

Description of purchase: Purchase of three new cardiac monitors - FR-2022-001


Purchases exempt from the policy:

- utilities
- legal services
- audit services
- property, casualty & workers comp insurance
- employee benefits programs

 Council Order Number Date of Council Order:
(if applicable)

 8/16/2021
Department Head Date

APPROVED: CENTRAL OFFICE USE ONLY

 8/16/2021
Town Manager Date



Worldwide Headquarters
269 Mill Rd.
Chelmsford, MA 01824-4105

Remit To:
ZOLL Medical Corporation
PO Box 27028
NEW YORK NY 10087-7028
Phone: 978-421-9655
Toll Free: 800-348-9011

Invoice

Invoice	Seq	PO Number
3340003		BRENT LIBBY

Bill To

Attn: Accounts Payable
WINDHAM FIRE RESCUE
375 GRAY RD
PUBLIC SAFETY BUILDING
WINDHAM, ME 04062

Ship To

WINDHAM FIRE RESCUE
375 GRAY RD
PUBLIC SAFETY BUILDING
WINDHAM, ME 04062

Payment Terms	Inv Date	Due Date	Sales Order Number	Customer Number
NET 30 DAYS	12-AUG-21	11-SEP-21	2513259	160320
	Ship Date	Ship Via	Shipping Reference	Sales Person
	12-AUG-21	UPS	1Z038E070312776842	FRERICHS, COREY

Item	Description	Qty	Unit Price	Amount
1 8707-000502-01	CARRY CASE, PRINTER CHUTE W/SINLE ZIPPERS, X SERIES	3	350.00	1,050.00
2 8000-001128	FLOWTUBE, ACCUVENT, BOX OF 10	1	512.50	512.50
3 8200-000100-01	SINGLE BAY CHARGER, DOMESTIC	1	704.50	704.50
Serial No: AT21E016503				
4 8000-0580-01	BATTERY, LITHIUM ION, SUREPOWER II	3	421.00	1,263.00
Serial No: AJ21GAS1878, AJ21GAS1867, AJ21GAS1891				
5 8012-0206	12-LEAD ECG SIMULATOR	1	793.96	793.96
Serial No: B0017335				
6 5000-000374-FM	FORM, ZOLL TRADE-RETURN INSTRUCTION SHEET (BLUE)	1	0.00	0.00
7 6008-9901-61	X SERIES EMS TRADE IN ALLOWANCE	2	-7,500.00	-15,000.00
8 601-2131112-01	X SERIES ADVANCED, MONITOR/DEFIBRILLATOR, 12 LEAD W/INTERP, SPO2, SPCO, ETCO2, BVM, NIBP, CPR EXPANSION PACK, REMOTE VIEW, US	3	33,575.40	100,726.20
Serial No: AR21G060821, AR21G060829, AR21G060816, AJ21GAS1870, AJ21GAS1888, AJ21GAS1709				
9 8778-89001-PP	PRECISION SERVICE PLAN, 1 YEAR, POINT OF SALE - 3 MAIN ASSY, X SERIES ADVANCED, MONITOR/DEFIBRILLATOR, 12 LEAD W/INTERP, NO PACE, NO VOICE, : 12-AUG-22 - 11-AUG-23	3	1,283.00	3,849.00

Remit to: ZOLL Medical Corporation
PO Box 27028
NEW YORK NY 10087-7028

Sub-Total: 93,899.16
Tax Total: 0.00
Invoice Total: 93,899.16
Currency: USD

EFT or ACH information: Acct # 50084320 ABA # 011000138
Please email EFT/ACH remittance to EFT-ACHremmit@zoll.com



Worldwide Headquarters
269 Mill Rd.
Chelmsford, MA 01824-4105

Remit To:
ZOLL Medical Corporation
PO Box 27028
NEW YORK NY 10087-7028
Phone: 978-421-9655
Toll Free: 800-348-9011

Invoice		
Invoice	Seq	PO Number
3340003		BRENT LIBBY

Item	Description	Qty	Unit Price	Amount

TAX REGISTRATION NUMBER: 04-2711626

All discounts off list price are contingent upon payment within agreed upon terms.

Any invoice discrepancies must be reported to ZOLL in writing within 7 business days of receipt. Otherwise, the customer deems all charges, terms and conditions valid.

For invoice terms and conditions go to - <http://www.zoll.com/about-zoll/compliance/>

ZOLL Medical has gone Green. If you wish to receive your invoices via email instead of mail, please contact us at ZOLLInvoice@zoll.com. We will be happy to make this change for you.

Susan R. Rossignol

From: Susan R. Rossignol
Sent: Tuesday, August 31, 2021 12:40 PM
To: Brent J. Libby
Subject: RE: Cardiac Monitors

No that's fine – If Bonnie asks the question I'll have the answer - Thanks

From: Brent J. Libby <bjlibby@windhammaine.us>
Sent: Tuesday, August 31, 2021 12:19 PM
To: Susan R. Rossignol <srrossignol@windhammaine.us>
Subject: Cardiac Monitors

Hi Susan,

When I did the memo I was basing the number off our quote. When we submitted payment the invoice was only 93,899.16 with greater detail. I can redo the memo with the updated number is you'd like?

Brent

Brent J. Libby, Chief
Windham Fire-Rescue
375 Gray Road
Windham, Maine 04062
207-892-1911 x2
bjlibby@windhammaine.us