



# Brandon School Division

*"Accepting the Challenge"*

File Code:

May 30, 2011

The Chairperson and Members  
The Brandon School Division Board of Trustees

Dear Sir or Madam:

This will advise that a Special Meeting of the Board of Trustees will be held at **8:00 a.m. on Wednesday, June 1, 2011** in the J. L. Milne Boardroom, Administration Office, 1031 - 6th Street, Brandon, Manitoba for the purpose of considering the following:

- a) Approval of Collective Agreement between Brandon Teachers Association and Brandon School Division.
- b) Approval of Automated External Defibrillators Tender.

Your presence is respectfully requested. Please advise if unable to attend.

Yours truly,

G. F. Barnes,  
Secretary-Treasurer

GFB/sb

c.c. Senior Administration  
News Media  
President, Brandon Teachers' Association  
President, Brandon Association of Principals  
President, CUPE Local 737

**DATE:** May 26, 2011

**TO:** The Finance Committee, Brandon School Division

**RE:** QUOTATION – AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs)

Motion 38/2011 was carried at the April 11, 2011 Board Meeting to approve an over-expenditure in the 2010/2011 fiscal year to purchase defibrillators for all Division facilities that currently do not have one. Seventeen of our buildings, including Maintenance and the Division Office, currently do not have defibrillators. This purchase was estimated in the approximate amount of \$50,000.

We sent a request for quotation to two firms, St. John Ambulance and Canadian First-Aid Training Ltd., on April 29, 2011. Both firms responded to the request quoting on the same defibrillator model. The quotations were reviewed by Ralph Clark, the division's Physical Education and Health Education specialist, and I.

As requested in the request for quotation, the two firms also included costs for AED, CPR, and First Aid training. As per the attached costing analysis, St. John Ambulance's quotation including training was the lowest bid at \$52,555.67 including taxes in comparison to Canadian First-Aid Training's quote of \$54,529.81 including taxes.

Therefore, it is my recommendation that we purchase seventeen AEDs including training from St. John Ambulance in the amount of \$52,555.67 as it meets our specifications and is the lower bid.

**RECOMMENDATION:**

That the quotation from St. John Ambulance for the purchase of seventeen (17) automated external defibrillators (AEDs) including AED, CPR, and First Aid training in the amount of \$52,555.67 including taxes be accepted.

Respectfully submitted,



Kevin Zabowski, CGA  
Assistant Secretary-Treasurer

Attachment

Automatic External Defibrillator (AED)  
Summary of Quotations  
May 26, 2011

	Canadian First-Aid Training LTD	St. John Ambulance
<b>Cost per Unit</b>		
Defibrillator (including 1 set of pads and 1 battery)	1,990.00	1,791.00
Carrying case	155.00	139.50
Bilingual AED Wall Sign	40.00	31.50
Response Kit (scissors, razor, face shield, cloth)	55.00	49.50
Bilingual Cabinet, Basic Surface Mounted & Installation	332.05	298.85
Adult SMART Pads II cartridge (1 pair)	72.00	64.80
Infant/Child (pediatric) key	105.00	94.50
Training	Included	Included
	2,749.05	2,469.65
GST	137.45	123.48
PST	192.43	172.88
<b>TOTAL</b>	<b>3,078.93</b>	<b>2,766.01</b>
<b>Total cost for 17 AEDs per quote</b>	<b>52,341.81</b>	<b>47,022.17</b>

Adjustments to training to compare quotes

136 people @ \$25 (Adjustment made to include upgrade to CPR Level C comparison for 8 people at 17 locations)		3,400.00
34 people x \$55 (CFAT quote for 8 people x 17 locations verses St. John quote of 6 people x 17 locations)		1,870.00
		5,270.00
GST		263.50
<b>Total additional training to compare both quotes</b>		<b>5,533.50</b>
Travel and hotel expenses for one trip	2,188.00	
<b>Total Cost including Training</b>	<b>\$ 54,529.81</b>	<b>\$ 52,555.67</b>

<b>Training per quote:</b>	
St. John Training	6 people per location at no additional charge. Effect of \$5,610.00 savings in training costs Initial quote was for CRP Level B. (\$55.00 per person for 3.5 hour training x 6 people x 17 locations)
Canadian First-Aid - Training	8 people per location at no additional charge. Effect of \$9,282.00 savings in training costs. Training includes AED, First Aid and CPR Level C. (\$65 plus GST per person for 6.5 hour training x 8 x 17 locations)

Both vendors quoted on the Philips HeartStart FRx Defibrillator