



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
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Legislative File No: 2014-0134

TO: Mayor and City Council Members
FROM: Ron Crowell, Deputy Fire Chief
DATE: April 7, 2014
SUBJECT: Emergency Medical Supplies

REQUEST:

City Council is requested to authorize a blanket purchase order for the purchase of emergency medical supplies in the amount not-to-exceed \$90,000 through January 31, 2017 to J & B Medical Supply, Wixom, Michigan.

REASON FOR PURCHASE:

The City of Rochester Hills requires the purchase of emergency medical supplies for stocking its Basic Life Support (BLS) and Advanced Life Support (ALS) Ambulances.

The blanket purchase order of \$90,000.00 for emergency medical supplies for 2014-2017 is the estimated supplies that will be required for the year based on historical data. The Fire Department generates billings for emergency medical incidents and recovers the cost of medical supplies.

The City of Farmington Hills acting as the Lead Agency on behalf of themselves, the Southeast Michigan Medical Supplies Cooperative (SMEMS) with extensions to the MITN Purchasing Cooperative issued a Request for Proposal. Notification of solicitation was sent to over 100 vendors with 10 responses received.

The specifications called for volume discount pricing on 289 highly used emergency medical products including incident expendable supplies as well as training supplies and equipment. These items were determined by the SMEMS to be the most often ordered and made up approximately 60% of their medical supplies budget. Also requested as part of the specification was a contracted additional discount off the published list price for full line categories such as diagnostic, immobilization, extrication and disaster preparedness equipment. The final pricing required fixed additional discount off any remaining items in their catalog.

City of Farmington Hills staff, in conjunction with members of the SMEMS evaluated proposals and awarded points based on each vendor's customer service approach, qualifications (including references), pricing and value adds (such as rebates and training tools). The three (3) vendors whose proposal had the highest point total were shortlisted for interview. The short list evaluation was based on more specific pricing questions regarding breadth of inventory, availability of products and ease of ordering process (including ordering, delivery, billing and website ordering demonstration). Upon completion of the final step, the evaluation committee determined that J & B Medical Supply was the lowest, most qualified bidder based upon all criteria.

PROCESS:

Vendor Name and Address:

J & B Medical Supply
50496 W. Pontiac Trail
Wixom, MI 48393

Reason for Selection:

Lowest responsive responsible bid
MITN Cooperative Purchase

Method of Purchase:

Blanket Purchase Order

BUDGET:

Funding is included in the 2014 Adopted Budget, as well as in the FY 2015 & 2016 Projected Budgets.

Budget Year	Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
FY 2014	Fire Fund	344.740000	Operating Supplies	\$30,000	\$30,000	\$0
FY 2015	Fire Fund	344.740000	Operating Supplies	\$30,000	\$30,000	\$0
FY 2016	Fire Fund	344.740000	Operating Supplies	\$30,000	\$30,000	\$0
			TOTAL	\$90,000	\$90,000	\$0

RECOMMENDATION:

It is recommended that the Rochester Hills City Council authorize a blanket purchase order for emergency medical supplies to J & B Medical Supply, Wixom, Michigan in the not to exceed amount of \$90,000.00 through January 31, 2017.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
City Council Liaison		