



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
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Legislative File No: 2020-0063

TO: Mayor and City Council Members
FROM: Sean Canto, Chief of Fire and Emergency Services
DATE: February 24, 2020
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 of \$173,800.00 through February 10, 2023 to Bound Tree Medical, LLC, Dublin, Ohio.

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 \$173,800.00 for emergency medical supplies for 2021-2023 is the estimated supplies that will be required for the years 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 and the Southeast Michigan Medical Supplies Cooperative (SMEMS) with extension to the MITN Purchasing Cooperative issued a Request for Proposal. Notification of solicitation was sent to over eighty (80) vendors with four (4) responses received.

The specifications called for volume discount pricing on 286 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 a fixed additional discount off any remaining items in their catalog.

City of Farmington Hills staff, in conjunction with members of the SMEMS reviewed and evaluated all proposals, conducted interviews to the short listed firms (Bound Tree Medical LLC and J & B Medical Supplies) and recommended award to Bound Tree Medical LLC. The vendor's fee schedule was extremely competitive and they demonstrated a high level of knowledge and commitment to emergency medicine. Bound Tree Medical have clinician's on staff to assist with training on new products and techniques, the order process is simple, they have a user friendly website and have excellent references. The evaluation committee determined that Bound Tree Medical, LLC was the lowest, most qualified proposer based upon all criteria.

PROCESS:

Vendor Name and Address:

Bound Tree Medical, LLC.
5000 Tuttle Crossing Blvd.
Dublin, Ohio, 43016

Reason for Selection:

Best Value
MITN Cooperative Purchase

Method of Purchase:

Blanket Purchase Order

BUDGET:

Funding is included in the 2020 Adopted Budget, as well as in the FY 2021 & 2022 Projected Budgets.

Budget Year	Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
FY 2020	Fire Fund	339.740000	Operating Supplies	\$55,130	\$55,130	\$0
FY 2021	Fire Fund	339.740000	Operating Supplies	\$57,890	\$57,890	\$0
FY 2022	Fire Fund	339.740000	Operating Supplies	\$60,780	\$60,780	\$0
			TOTAL	\$173,800	\$173,800	\$0

RECOMMENDATION:

It is recommended that the Rochester Hills City Council authorize a blanket purchase order for emergency medical supplies to Bound Tree Medical, LLC, Dublin, Ohio in the not-to-exceed amount of \$173,800.00 through February 10, 2023.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Supervisor of Procurement		
Mayor		
Deputy Clerk		

Contract Reviewed by City Attorney Yes N/A