



**City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS**

**1000 Rochester Hills Dr.
Rochester Hills, MI 48309
248.656.4630
www.rochesterhills.org**

Legislative File No: 2008-0144

TO: Mayor and City Council Members
FROM: Ronald Crowell, Fire Chief, 248.841.2706
DATE: March 19, 2008
SUBJECT: Purchase of Emergency Medical Supplies

REQUEST:

City Council is requested to authorize a blanket purchase order to J & B Medical Supply Company, Wixom, Michigan, for the purchase of Emergency Medical Supplies in the amount not-to-exceed (\$64,000) Dollars for a term to expire on March 1, 2010.

REASON FOR PURCHASE:

The City participates with the Michigan Intergovernmental Trade Network (MITN) for the purchase of Emergency Medical Supplies. Based on bids received on October 31, 2007, by the City of Farmington Hills, the lead City on behalf of the cooperative, J & B Medical Supplies was awarded the contract as low bidder for Emergency Medical Supplies on January 28, 2008.

The City of Rochester Hills requires the purchase of emergency medical supplies for stocking of five (5) Basic Life Support (BLS) ambulances, three (3) first-run Advanced Life Support (ALS) engines and two (2) Medical Squads.

It is recommended that the City of Rochester Hills utilize the MITN cooperative bid, as it offers substantially discounted prices for the core emergency medical supplies, lower than list. In addition, a percentage discount off catalog prices is offered for items that may be purchased infrequently. There are no minimum dollar amounts and no minimum quantities required. J & B Medical Supply Company is able to provide the City with a number of computer-generated reports to identify usage and buying history, which will provide valuable product analysis and utilization practices. As the Fire Department generates billing for emergency medical incidents, the cost of medical supplies is recovered.

PROCESS:

Vendor Name and Address:

J & B Medical Supply Company, 50496 W Pontiac Trail, Wixom, Michigan 48393

Reason for Selection:

Lowest responsive responsible bidder
MITN Cooperative Purchase

Method of Purchase:
Blanket Purchase Order

BUDGET:

Expenditures for emergency medical supplies have been budgeted within the Fire Fund FY2008 budget. Fire Department staffing and other elements of the budget will not be adversely affected. The expenditure will be covered by 2008 and future proposed budget.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Fire Fund 2008	344.740000	Operating Supplies	*\$25,000	\$25,000	-0-
Fire Fund 2009	344.740000	Operating Supplies		\$35,750	
Fire Fund 2010 (portion)	344.740000	Operating Supplies		\$3,250	

* 10 months

RECOMMENDATION:

It is recommended that the Rochester Hills City Council authorize a Blanket Purchase Order to J & B Medical Supply Company of Wixom, Michigan, for the purchase of emergency medical supplies, in the total not-to-exceed amount of Sixty Four Thousand (\$64,000) Dollars for a term to expire on March 1, 2010.

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