



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
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Legislative File No: 2025-0083

TO: Mayor and City Council Members

FROM: Todd Gary, Chief of Fire and Emergency Services

DATE: March 17, 2025

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 \$106,200.00 through February 10, 2026 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 \$106,200.00 for emergency medical supplies for 2025-2026 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.

In 2020, 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 contract called for an initial term of three years, with the option to renew for three (3) additional one-year periods. The initial three-year contract term has expired and in 2023 the first renewal was exercised. The second renewal year option for a one-year term was executed in 2024. This request seeks approval to exercise the third and final one-year renewal option for 2025.

The RFP specifications included volume discount pricing on 286 frequently used emergency medical products. These items, identified by SMEMS as representing approximately 60% of their medical supply budget, include incident expendable supplies, training supplies, and equipment. The RFP also solicited additional discounts on full-line product categories such as diagnostics, immobilization, extrication, and disaster preparedness equipment, as well as a fixed discount on all other catalog items.

The City has been very satisfied with the products and services provided by Bound Tree Medical, LLC. Therefore, we recommend and request approval to exercise the final one-year renewal option with Bound Tree Medical, LLC for the 2025-2026 fiscal year.

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 FY 2025 Adopted Budget

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Fire	339.740000	Operating Supplies	\$106,200	\$106,200	\$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 \$106,200.00 through February 10, 2026.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Procurement Manager		
Mayor		
City Clerk		

Contract Reviewed by City Attorney ☐ Yes ☒ N/A