



City of Rochester Hills  
AGENDA SUMMARY  
FINANCIAL ITEMS

1000 Rochester Hills Dr.  
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[www.rochesterhills.org](http://www.rochesterhills.org)

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Legislative File No: 2017-0020

**TO:** Mayor and City Council Members  
**FROM:** Sean Canto, Fire Chief  
**DATE:** January 23, 2017  
**SUBJECT:** Emergency Medical Supplies

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**REQUEST:**

City Council is requested to authorize a blanket purchase order for the purchase of emergency medical supplies in the amount not-to-exceed \$50,000.00 through January 31, 2018 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 \$50,000.00 for emergency medical supplies for 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.

In 2014, 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 utilizing the MITN system. Notice was sent to over 100 vendors with 10 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 of the contract has expired and the City of Farmington Hills has exercised the renewal option of the contract for a one-year term.

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.

The City has been very satisfied with the products and services J & B Medical has provided over the past three years and requests renewal of the contract for an additional one-year term.

**PROCESS:**

**Vendor Name and Address:**

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

**Reason for Selection:**

Best Value  
 MITN Cooperative Purchase

**Method of Purchase:**

Blanket Purchase Order

**BUDGET:**

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Fire Dept	339.740000	Operating Supplies	\$84,000.00	\$50,000.00	\$34,000.00

**RECOMMENDATION:**

It is recommended that City Council authorize a blanket purchase order for the purchase of emergency medical supplies in the amount not-to-exceed \$50,000.00 through January 31, 2018 to J & B Medical Supply, Wixom, Michigan.

APPROVALS:	SIGNATURE	DATE
Department Review	<i>J. W. H. W. H.</i>	1-11-16
Department Director	<i>J. W. H. W. H.</i>	1-11-16
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
Deputy Clerk		