

Agenda Report

DATE: February 2, 2015

TO: Honorable Mayor and City Council

FROM: Public Health Department

**SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH SUPPLY
DOC, INC. FOR THE PROVISION OF GENERAL DENTAL MATERIALS
AND SUPPLIES**

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action is exempt from the California Environmental Quality Act pursuant to State CEQA Guidelines Section 15061(b)(3) as it will not have a potentially significant environmental effect and, therefore, falls under the "general rule" exemption;
2. A) Accept the bid dated December 23, 2014 submitted by Supply Doc, Inc., in response for specifications for the furnishing and delivery of general dental materials and supplies; B) Reject all other bids received; C) Authorize the issuance of a Purchase Order Contract with Supply Doc, Inc. in an amount not to exceed \$45,000, or one year whichever occurs first, and D) Authorize the City Manager to extend the Purchase Order Contract for up to three additional one-year periods.

BACKGROUND:

For over 120 years, the City of Pasadena Public Health Department (PPHD) has been responsible for helping to protect, maintain, and improve the health of the Pasadena community. In 2013, seeking to deliver much needed service in the Pasadena area, PPHD opened the Michael D. Antonovich Dental Clinic to provide oral health care to underinsured or uninsured populations. Since it's opening, the Dental Clinic has served 743 unduplicated patients.

As part of its normal operations, the Dental Clinic requires a variety of materials and supplies. For the past two and a half years, and as authorized by the City Council on June 18, 2012, the Department has contracted for supplies from Henry Schein, Inc.

That contract was exempt from Competitive Bidding on the basis that the Henry Schein Inc. had existing contracts with other governmental entities for which the PPHD could avail itself; a practice commonly referred to as “piggybacking” and authorized by City Charter Section 1002(H).

As the need for a new supply contract arose, the Department decided to undertake a competitive bid process in hopes of reducing costs. Accordingly, specifications for Furnishing and Delivery of general dental materials and supplies were prepared and advertised on December 4, 2014 with the Pasadena journal and Planet Bids (the City’s web-based bid notification system). At the bid opening of December 23, 2014, a total of two (2) bids were received and subsequently evaluated based on the grand total cost of providing a wide variety of materials and supplies. The results were as follows:

Bidder	Total Bid Price
Henry Schein Inc.	\$47,100.45
Supply Doc Inc.	\$40,803.17

Based on the results of the bid, Supply Doc Inc., is the lowest responsive and responsible bidder and recommended for award of a purchase order contract not to exceed \$45,000 or one year whichever occurs first. Staff is also requesting authorization to extend the purchase order contract for up to three optional one-year periods with product pricing subject to increase no greater than the change in the Producer Price Index (P.P.I.) for the latest available preceding 12-month period.

Supply Doc, Inc., is a privately owned dental supply company based in Sacramento, California. Supply Doc, Inc. was established in 2008 and provides dental supplies to government facilities, educational institutions, and private offices, including the State of California correctional facilities’ oral health program, Vandelay Education, and the Access dental chain. The City has not done business with Supply Doc Inc., previously.

Although each of the proposed terms is below the City Council approval threshold of \$75,000, given that the proposed transaction may total \$180,000 should all optional extensions be authorized, staff believes it is appropriate to obtain City Council authorization in the first instance.

COUNCIL POLICY CONSIDERATION:

The proposed action is consistent with the City Council’s Strategic Plan Goal to Ensure Public Safety by helping to provide comprehensive care and continuity of service to clients who access their oral health care through the Pasadena Public Health Department’s safety net clinic.

FISCAL IMPACT:

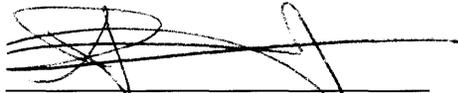
The cost of this action is \$45,000 per year and will be addressed through the utilization of existing budget appropriations in Ryan White Oral Health Grant account # 8101-203-563271 and California Wellness Grant account # 8101-203-563278. It is anticipated that the entirety of these costs will be spent by the end of each fiscal year.

Respectfully submitted,



STEVE MERMELL
Assistant City Manager/Acting Director
Public Health Department

Prepared by:



ANGELICA PALMEROS
Division Manager
Public Health Department

Approved by:



MICHAEL J. BECK
City Manager