

# Agenda Report

August 15, 2016

**TO:** Honorable Mayor and City Council

**FROM:** Fire Department

**SUBJECT: AMENDMENT TO CONTRACT NO. 30276 WITH LIFE ASSIST, INCORPORATED, TO INCREASE THE TOTAL NOT-TO-EXCEED AMOUNT BY \$50,000, FROM \$150,000 TO \$200,000, FOR PURCHASING ADDITIONAL SUPPLIES TO REPLACE REQUIRED INVENTORY ON OUR FIRE APPARATUS FOR EMERGENCY PRE-HOSPITAL CARE AND TRANSPORT OF THE SICK AND INJURED**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the proposed action is not a project subject to the California Environmental Quality Act (CEQA) pursuant to Section 21065 of CEQA and Sections 15060 (c)(2), 15060 (c)(3), and 15378 of the State CEQA Guidelines and, as such, no environmental document pursuant to CEQA is required for the project; and
2. Authorize the City Manager to amend Contract No. 30276 with Life Assist, Inc., to increase the contract amount by \$50,000, thereby increasing the total not-to-exceed amount from \$150,000 to \$200,000, for contract year from August 2016 to August 2017.

## **BACKGROUND:**

The City of Pasadena operates five Advanced Life Support (ALS) Ambulances, eight Fire Assessment Engines, and two Assessment Trucks daily. Four Medical Assessment Bike Teams, two Assessment Rescue Carts and an ALS First Aid station are prepared for use when needed. Each unit is stocked with various medical supplies and medications that are critical to treatment of the sick and injured.

In May 2012, a notice inviting bids for furnishing the delivery of miscellaneous medical supplies was published. A total of three bids were received at the bid opening. The bids called for pricing on various medical supplies and quantities, equal to the estimated usage for a one-year period. The bids also called for award of an initial contract of three years, with two, one-year extensions to be exercised by the City if the same prices, terms and conditions remained satisfactory. The City is currently in the second optional period.

The not to exceed amount of the current contract period is \$150,000. Due to a variety of factors, this amount is no longer sufficient to secure the quantity of supplies needed, both to provide expected emergency services, and to replenish and maintain inventory. The factors causing the increase include the number of emergency incidents, inventory replenishment and an increase in contract prices. The increased contract amount will ensure that there are sufficient supplies on hand for projected emergency service levels, with an inventory for unexpected events. It should be noted that increased costs due to an increase in contract prices are, overall, within the price increase factor allowed in the original bid specifications and, therefore, comply with the contract.

**COUNCIL POLICY CONSIDERATION:**

The proposed contract amendment is consistent with the City Council Strategic Plan to ensure public safety.

**ENVIRONMENTAL ANALYSIS:**

The action proposed herein is not subject to the California Environmental Quality Act (CEQA) in accordance with Section 21065 of CEQA and State CEQA Guidelines Sections 15060 (c)(2), 15060 (c)(3), and 15378. The authorization of the City Manager to amend a contract for purchasing of emergency medical supplies is a continuing administrative and maintenance activity (i.e., purchasing of supplies). Therefore, the proposed action is not a "project" subject to CEQA, as defined in Section 21065 of CEQA and Section 15378 of the State CEQA Guidelines. Since the action is not a project subject to CEQA, no environmental document is required.

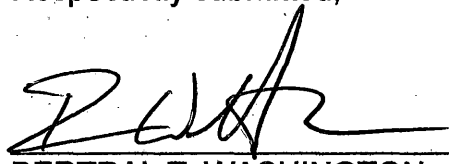
**FISCAL IMPACT:**

The cost for this action is \$50,000. Funding for this action will be addressed by the use of existing budgeted appropriations in the Fire Department's operating budget account No. 810100-10131021. The funds for this program are recovered through charges for emergency medical services.

The following table represents the contract summary:

Current Contract Amount	\$	150,000
Increase to Contract	\$	50,000
<b>Total Contract Amount</b>	<b>\$</b>	<b>200,000</b>

Respectfully submitted,



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Fire Chief

Prepared by:



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Approved by:



**STEVE MERMELL**  
City Manager