

# Agenda Report

**TO:** CITY COUNCIL

**Date:** November 22, 2004

**FROM:** CITY MANAGER

**SUBJECT:** INCREASE LIFE ASSIST PURCHASE ORDER FOR MISCELLANEOUS MEDICAL SUPPLIES IN AN AMOUNT NOT TO EXCEED \$150,000 PER YEAR

## **RECOMMENDATION**

It is recommended that the City Council approve a purchase order increase with Life Assist for the purchase of medical supplies for an amount not to exceed \$150,000 per year.

## **BACKGROUND**

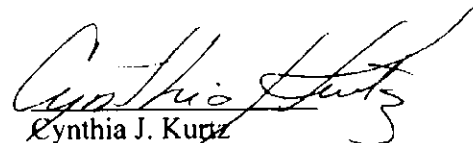
The Fire Department is requesting approval to increase an existing purchase order, for purchase of billable medical supplies for emergency medical response, to an amount not to exceed \$150,000. The billable medical supplies are necessary for restock of rescue ambulances and patient care. Based on the supply and demand for these supplies and the fact the department has already exhausted the first purchase order limit within six months, the department must increase the purchase order to continue to purchase replacement medical supplies. It is in the best interest of the City for staff to increase the purchase order limit, since the original formal bid is valid until March 7, 2007, and has a two-year extension.

The department went through the formal bid process on December 25, 2003. A notice was published inviting bids for furnish and delivery of miscellaneous medical supplies for Pasadena Fire Department. All bids were received by January 16, 2004. A total of seven bids were received. The City Manager awarded the contract to the lowest responsive bidder, Life Assist, on March 7, 2004. The initial maximum annual contract amount was set at \$74,999. The increase request is for \$75,001 which will change the not to exceed amount from \$74,999 to \$150,000.

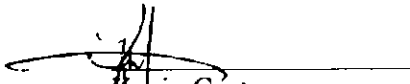
**FISCAL IMPACT**

Funds for the purchase of medical supplies are provided for in the medical supplies billable account #8101-105-364010.

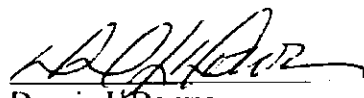
Respectfully submitted,

  
Cynthia J. Kurtz  
City Manager

Prepared by:

  
Kevin Costa  
Captain II, EMS

Approved by:

  
Dennis J. Downs  
Fire Chief