

Agenda Report

July 24, 2017

TO: Honorable Mayor and City Council

FROM: Fire Department

SUBJECT: AUTHORIZATION TO ENTER INTO CONTRACT WITH LIFE-ASSIST, INC. TO FURNISH AND DELIVER MEDICAL SUPPLIES AS REQUIRED FOR AN AMOUNT NOT TO EXCEED \$1,000,000

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed actions herein are exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3) (General Rule); and
2. Accept the bid dated June 5, 2017 submitted by Life-Assist, Inc. in response to a Bid Invitation to furnish and deliver medical supplies as requested, reject all other bids received, and authorize the City Manager to enter into contract with Life-Assist, Inc. for an amount not to exceed \$1,000,000 which includes \$600,000 for an initial three year term and two optional one-year terms, with each year not to exceed \$200,000 subject to approval by the City Manager.

BACKGROUND:

The Fire Department responds to nearly 16,000 emergency medical calls annually and uses a variety of medical supplies when responding to those calls that require the provision of emergency medical care. In support of this effort, staff purchases a variety of medical supplies and equipment to ensure the Department's first responders are prepared to treat patients with medical conditions and traumatic injuries. This helps to ensure the Department is able to provide critical pre-hospital emergency medical care, as required by Los Angeles County Emergency Medical Services Agency. Supplies and equipment purchased by staff include necessary items such as bandages, splints, intravenous supplies, oxygen masks, medications, and airway equipment.

On May 24, 2017 the City published a Notice Inviting Bids to furnish and deliver medical supplies as required by the Fire Department in accordance with City specifications. The bid was posted on the City's online bidding site, Planet Bids, and notices were

advertised in the Pasadena Journal and the Pasadena Weekly in accordance with City Charter and Municipal Code provisions. A total of 305 vendors were notified, of which 10 prospective vendors downloaded the bid. None of the prospective bidders were local to Pasadena. Four bids were received and publicly opened on June 13, 2017. One bidder was deemed non-responsive as they were unable to agree to the City's standard purchasing policies.

Staff had requested for vendors to bid on 45 of the most commonly ordered products based on historical purchases of the Department to evaluate pricing. Of the three responsive bids received, the bid results were as follows:

<u>Bidders</u>	<u>Total Weighted Bid Price</u>
Life Assist, Inc., Rancho Cordova, CA	\$93,121.8
Henry Schein, Inc., Irmo, SC	\$183,061
AGIA Pharmacy & Cafe, Inc., Tehachapi, CA	\$511,904

Following a formal bid process, Life-Assist Inc. is recommended as the selected vendor to furnish and deliver medical supplies in accordance with the City's specifications. Life-Assist is an established California corporation, and was the lowest bidder that was able to provide all specified goods and meet all indicated requirements. Total expenditures are not to exceed \$1,000,000, which includes \$600,000 for an initial three-year term and two optional one-year terms with each year not to exceed \$200,000.

Life-Assist was previously awarded a three-year contract with two optional one-year terms with the Fire Department through a formal bid process, for a not to exceed amount of \$150,000 each year for the first four years and a not to exceed amount of \$200,000 for the final one-year term. The contract amount increase for the final term was approved by City Council on August 15, 2016. The original bid was awarded on July 9, 2012 and the current contract expires on August 31, 2017.

COUNCIL POLICY CONSIDERATION:

The proposed contract furthers the City Council's strategic planning goals to ensure public safety.

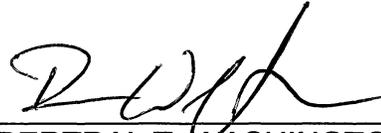
ENVIRONMENTAL ANALYSIS:

This project is exempt from CEQA review pursuant to State CEQA Guidelines Section 15061 (b) (3), the general rule that CEQA only applies to projects that may have an effect on the environment. The action proposed herein, the purchase of medical supplies and equipment will not have a potentially significant environmental effect.

FISCAL IMPACT:

The total cost of this action will be \$1,000,000 if the two additional one-year terms are exercised. Funding will be addressed by utilization of existing budgeted appropriations in the Fire Department General Fund operating budget account for EMS (10131021-810100). There are no anticipated impacts to other operational programs or capital projects as a result of this action.

Respectfully submitted,



BERTRAL T. WASHINGTON
Fire Chief

Prepared by:



Stephanie Chang
Management Analyst

Approved by:



STEVE MERMELL
City Manager