

# Agenda Report

August 1, 2022

**TO:** Honorable Mayor and City Council

**FROM:** Fire Department

**SUBJECT: AUTHORIZATION TO ENTER INTO CONTRACTS FOR MEDICAL SUPPLIES NOT TO EXCEED \$1,500,000**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that this action is exempt under the California Environmental Quality Act (CEQA) in accordance with Section 15061 (b)(3), the General Rule that CEQA only applies to projects that may have an effect on the environment;
2. Accept the bid dated June 6, 2022 submitted by Life-Assist, Inc. in response to an Invitation for Bid to furnish and deliver medical supplies as requested and authorize the City Manager to enter into a multi-year contract with Life-Assist, Inc. for an amount not to exceed \$1,250,000 which includes \$750,000 for an initial three year term and two optional one-year terms, with each year not to exceed \$250,000 subject to approval by the City Manager; and
3. Accept the bid dated June 6, 2022 submitted by Bound Tree Medical, LLC. in response to an Invitation for Bid to furnish and deliver medical supplies as requested and authorize the City Manager to enter into a multi-year contract with Bound Tree Medical, LLC for an amount not to exceed \$250,000 which includes \$150,000 for an initial three year term and two optional one-year terms, with each year not to exceed \$50,000 subject to approval by the City Manager.

## **BACKGROUND:**

The Fire Department (Department) responds to nearly 13,500 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.

The Fire Department has a current contract with Life-Assist for medical supplies that was approved on July 24, 2017. Life-Assist was awarded a three-year contract with the Fire Department through a formal bid process to furnish medical supplies, for a not to exceed amount of \$200,000 each year of the three-year term. On October 21, 2020, the contract term was amended to a five year contract.

On May 10, 2022, the City published an Invitation for Bid (IFB) to furnish and deliver medical supplies as required by the Fire Department. The bid was advertised for close to four weeks through Planet bids. Notifications were sent to 757 vendors, with 35 vendors downloading the IFB document. No local Pasadena vendors downloaded or submitted a bid. On June 6, 2022, six bids were received.

Staff requested vendors to bid on 45 of the most commonly ordered products based on historical purchases of the Department to evaluate pricing. Three of the six bids received were deemed non-responsive due to incomplete bids. Of the three, responsive bids received, the bid results are as follows:

No.	Bidders	Total Weighted Bid Price
1.	APTOS LOGISTICS, INC. (San Ramon, CA) (5 year total)	\$1,227,447
2.	BOUND TREE MEDICAL, LLC (Dublin, OH) (1 year total)	\$135,323
3.	LIFE ASSIST, INC. (Cordova, CA) (1 year total)	\$93,200

Following a formal bid process, Life-Assist, Inc. is recommended as the primary 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 \$1,250,000, which includes \$750,000 for an initial three-year term and two optional one-year terms with each year not to exceed \$250,000.

Bound Tree Medical LLC is recommended as a secondary vendor due to the ongoing supply chain issues and allocation limits for products such as saline, PPE items and certain medications experienced during the COVID-19 pandemic. For the past 2 years there have been many items that are in a nationwide shortage in which there was no identified vendor backup. Securing a second vendor, will assist the Department in providing expeditious medical services to the public. Total expenditures are not to exceed \$250,000, which includes \$150,000 for an initial three-year term and two optional one-year terms with each year not to exceed \$50,000.

**COUNCIL POLICY CONSIDERATION:**

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

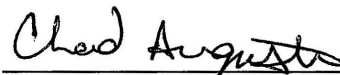
**ENVIRONMENTAL ANALYSIS:**

The proposed contract has no environmental impact; it is exempt from CEQA review pursuant to State CEQA Guidelines and Section 15061 (b) (3), the general rule that CEQA only applies to projects that may have an effect on the environment.

**FISCAL IMPACT:**

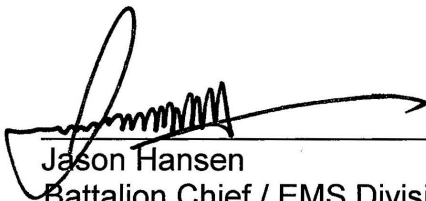
The total cost of this action is \$1,500,000 if the additional one-year terms are exercised. Funding for this action will be addressed by utilization of the existing and future budgeted appropriations in the Fire Department's General Fund operating budget account for EMS (10131021-810100). There are no anticipated impacts to other operational programs or capital projects as a result of this action.

Respectfully submitted,



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Fire Chief  
Fire Department

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Fire Department

Approved by:



CYNTHIA J. KURTZ  
Interim City Manager