



CITY OF PLANO COUNCIL AGENDA ITEM

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|----------------------------------|----------------------------------|------------------------------------|
| CITY SECRETARY'S USE ONLY | | |
| <input type="checkbox"/> Consent | <input type="checkbox"/> Regular | <input type="checkbox"/> Statutory |

| | |
|---|------------------|
| Council Meeting Date: | October 28, 2013 |
| Department: | Fire Department |
| Department Head | Brian Crawford |
| Agenda Coordinator (include phone #): Teresa Shelstad Ext:7539 | |

CAPTION

Bid No. 2013-221-C for an annual contract with three (3) City optional renewals for EMS Medical Supplies for the Fire Department to Bound Tree Medical, LLC, Henry Schein, Inc. and MMS - A Medical Supply Company in the total estimated annual amount of \$ 122,083, and authorizing the City Manager to execute all necessary documents.

| FINANCIAL SUMMARY | | | | | |
|---|------------------------------------|--------------------------|--------------|--------------|-----------------|
| <input type="checkbox"/> NOT APPLICABLE <input checked="" type="checkbox"/> OPERATING EXPENSE <input type="checkbox"/> REVENUE <input type="checkbox"/> CIP | | | | | |
| FISCAL YEAR: | 2013-14, 2014-15, 2015-16, 2016-17 | Prior Year (CIP Only) | Current Year | Future Years | TOTALS |
| Budget | | 0 | 410,620 | 366,249 | 776,869 |
| Encumbered/Expended Amount | | 0 | -15,109 | 0 | -15,109 |
| This Item | | 0 | -122,083 | -366,249 | -488,332 |
| BALANCE | | 0 | 273,428 | 0 | 273,428 |
| FUND(s): GENERAL FUND | | | | | |

COMMENTS: This item establishes an annual contract with three optional renewals for the purchase of EMS medical supplies and approves price quotes. Expenditures will be made in the Fire cost center based on need within the approved budget appropriations for each year of the contract. The estimated expenditure for medical supplies to be purchased from this contract in FY 2013-14 is \$122,083. Future purchases will be made within annually approved budget appropriations at an estimated annual expenditure of \$122,083 per year for fiscal years 2014-15, 2015-16, and 2016-17. The remaining budget funds for FY 13-14 will be used for other medical supplies.

STRATEGIC PLAN GOAL: Contracts for the purchase of EMS medical supplies relate to the City's Goal of Financially Strong City with Service Excellence.

SUMMARY OF ITEM

Staff recommends approval of a one (1) year contract with three (3) City optional renewals to purchase EMS medical supplies for the Fire Department to Bound Tree Medical, LLC in the estimated annual amount of \$73,080, Henry Schein, Inc. in the estimated annual amount of \$36,368, and MMS - A Medical Supply Company in the estimated annual amount of \$12,635. For a total estimated annual amount of \$122,083.(2013-221-C)

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|-------------------------------|--|
| List of Supporting Documents: | Other Departments, Boards, Commissions or Agencies |
| Award Memo, Bid Recap | |



Memorandum

Date: October 9, 2013
To: Diane Palmer-Boeck, Purchasing Manager
From: Alan Storck, Deputy Chief
Subject: Award of Bid 2013-221-C EMS Medical Supplies

The City of Plano Fire-Rescue Department provides EMS services throughout the City. To effectively provide these services, it is necessary to ensure that the needed medical supplies are available. As such, the Fire and Purchasing Departments worked together to develop a solicitation for an EMS Supply contract.

The City of Plano recently solicited bids for EMS Medical Supplies. 998 vendors were notified and five (5) responses were received. Of these responses, two (2) were complete bids and three (3) were partial bids. Some vendors were cheaper on some items and other vendors were cheaper on other items. It is our recommendation to award the Medical Supply contract by line item versus a total award to one vendor due to total dollar savings achieved.

The lowest prices on all of the items that were bid on were provided by four vendors. One vendor, Practical A/R Solutions was the lowest responsive bidder on the following lines: Section 2 – Line 11, Section 4 – Line 2, Section 6 – Line 3, 12, & 13. Since they were the lowest vendor on only a very small number items, We believe it is beneficial to the City of Plano to award those few line items to the secondary vendor in terms of decreased administrative costs achieved through contracting with three (3) vendors as opposed to four (4).

Therefore, it is the recommendation of the Department to award the contract 2013-221-C as follows:

Bound Tree Medical, LLC:

Section 1 Line Items: 1,2,7,8,9,10,11,12,22,23,24,25,27,29,34,38,39,51,52,53,54,55,56,57,58

Section 2 Line Items: 1-7,13,14,20,21,22

Section 3 Line Items: 1,2,4-7,9,10

Section 4 Line Items: 2,7

Section 5 Line Items: 1,2,5,8,10,12,13,18,22,25,27,28

Section 6 Line Items: 1,2,4,7,12,13,14,16,18,19,21,23,25,27,32

Estimated Annual Amount: \$73,080

Henry Schein, Inc.:

Section 1 Line Items: 14,15,16,28,30,31,32,33,35,36,40,41,49,50,59

Section 2 Line Items: 8,12,15,18,19

Section 3 Line Items: 8

Section 4 Line Items: 5,6,8

Section 5 Line Items: 3,4,6,7,17,19,24,26,29

Section 6 Line Items: 5,10,15,17,24,26,31,33

Estimated Annual Amount: \$36,368



Memorandum

MMS – A Medical Supply Company:

Section 1 Line Items: 3,4,5,6,13,17,18,19,20,21,26,37,42,43,44,45,46,47,48

Section 2 Line Items: 9,10,11,16,17,23

Section 3 Line Items: 3

Section 4 Line Items: 1,3,4,9

Section 5 Line Items: 9,11,14,15,16,20,21,23

Section 6 Line Items: 3,6,8,9,20,22,28,29,30

Estimated Annual Amount: \$12,635

Total Estimated Annual Amount: \$122,083

Not having contract in place will have an impact in purchasing equipment and supplies we need to perform our mission of maintaining the high standard of patient care we provide to the citizens of Plano. There are several areas that would be impacted. The two main areas of impact would be increased cost and loss of employee productivity. We can reduce cost by bidding out the EMS supplies that the fire department needs to insure competition and getting the best price for needed supplies. This process has been completed and completing a contract will insure the best pricing in the future. The second area of impact would be the loss of efficiency through decreased employee productivity. By having a contract in place, we know who and where to purchase the items we need on a daily basis. This will reduce the time it takes to order equipment and supplies. The EMS Supply Coordinator will not have to search and compare different vendor prices each time an order needs to be placed. This process has been completed by the Fire and Purchasing Departments by reviewing the bids received, and in the development of this proposed contract. By awarding this EMS contract, we reduce cost and improve employee efficiency.

CITY OF PLANO

**BID NO. 2013-221-C
EMS Medical Supplies**

BID RECAP

Bid opening Date/Time: July 1, 2013

Number of Vendors Notified: 998

Vendors Submitting "No Bids": 0

Bids Evaluated Non-Responsive to Specifications: 0

Number of Bids Submitted Responsive to Bid: 5

| <u>Vendor</u> | <u>Total Amount Bid</u> | <u>#Items Bid</u> |
|-------------------------------|-------------------------|-------------------|
| Bound Tree Medical, LLC | \$142,901.0166 | 165/165 |
| Henry Schein, Inc. | \$211,696.03 | 165/165 |
| MMS- A Medical Supply Company | \$130,611.9212 | 143/165 |
| Med Part | \$731.40 | 3/165 |
| Practical A/R Solutions, Inc. | \$62,567.32 | 65/165 |

Recommended Vendor:

Bound Tree Medical, LLC:

Section 1 Line Items: 1,2,7,8,9,10,11,12,22,23,24,25,27,29,34,38,39,51,52,53,54,55,56,57,58

Section 2 Line Items: 1-7,13,14,20,21,22

Section 3 Line Items: 1,2,4-7,9,10

Section 4 Line Items: 2,7

Section 5 Line Items: 1,2,5,8,10,12,13,18,22,25,27,28

Section 6 Line Items: 1,2,4,7,12,13,14,16,18,19,21,23,25,27,32

Estimated Annual Amount: \$73,080

Henry Schein, Inc:

Section 1 Line Items: 14,15,16,28,30,31,32,33,35,36,40,41,49,50,59

Section 2 Line Items: 8,12,15,18,19

Section 3 Line Items: 8

Section 4 Line Items: 5,6,8

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Estimated Annual Amount: \$36,368

MMS- A Medical Supply Company:

Section 1 Line Items: 3,4,5,6,13,17,18,19,20,21,26,37,42,43,44,45,46,47,48

Section 2 Line Items: 9,10,11,16,17,23

Section 3 Line Items: 3

Section 4 Line Items: 1,3,4,9

Section 5 Line Items: 9,11,14,15,16,20,21,23

Section 6 Line Items: 3,6,8,9,20,22,28,29,30

Estimated Annual Amount: \$12,635

Total Estimated Annual Amount: \$122,083

Teresa Shelstad

Teresa Shelstad
Buyer I

August 15, 2012

Date