

Staff Summary Report



Council Meeting Date: 8/18/2011

Agenda Item Number: 5B2

SUBJECT: Request approval of one-year contract renewals with Bound Tree Medical LLC and Henry Schein, Inc. for the supply of emergency medical supplies for the Tempe Fire Department.

DOCUMENT NAME: 20110818fslg01 PURCHASES (1004-01)

COMMENTS: Total costs of these contracts will not exceed \$130,000.

PREPARED BY: Lisa Goodman, CPPB, Procurement Officer, 480-350-8533

REVIEWED BY: Jerry Hart, CPA, Deputy Finance & Technology Director-Finance, 480-350-8505
Michael Greene, CPM, Central Services Administrator, 480-350-8516
Mark Simmons, Fire Chief, 480-858-7218

LEGAL REVIEW BY: Dave Park, Assistant City Attorney, 480-350-8907

DEPARTMENT REVIEW BY: Ken Jones, Finance and Technology Director, 480-350-8504

FISCAL NOTE: (T09-134-01 and T09-134-02) Sufficient funds have been appropriated in cost center 2374 (General Fund) for the anticipated expenditures in the current fiscal year. The total expenditures do not take into account reimbursement for some of the medical supplies by the City's ambulance provider.

RECOMMENDATION: Approve the renewal of the contracts.

ADDITIONAL INFO: City Council established contracts with Bound Tree Medical LLC and Henry Schein, Inc. on August 20, 2009 for the supply of emergency medical supplies. These contracts were awarded for an initial two-year term with three one-year renewal options. This renewal request is for the first of three available renewal options.

The Tempe Fire Department is the first responder to medical calls for service, it is necessary for medical supplies to be readily available for effective incident response.

Contractor Performance

The Fire Department rated the performance of Bound Tree Medical and Henry Schein on the following criteria:

- Personnel are responsive, cooperative and available
- Overall quality of products or services delivered
- Timeliness of performance
- Quality of follow-up in resolving complaints or problems
- Firm's promptness in submitting accurate invoices

In all categories, Bound Tree Medical, the primary contractor, received scores indicating they are meeting standards established by the contract. Henry Schein, the secondary contractor, was not utilized during the initial contract period and was not scored. It is the recommendation of the Fire Department that the contracts be renewed. Both firms agreed to renew with no increase in pricing.