



MEMORANDUM

To: Mayor and City Council

From: Kevin Richardson, Fire Chief

Date: January 12, 2021

Reference: Consider approval to purchase Fire Department medical supplies from Bound Tree Medical, LLC. through an Interlocal Agreement with the City of Midlothian, for a not-to-exceed amount of \$97,500.00, or as budgeted annually, and authorizing the City Manager to sign any necessary documents.

2040: Sustainable City Government

Introduction:

This agenda item is being presented for approval to utilize a material cooperative purchasing contract with Bound Tree Medical, LLC for the purchase of Fire Department medical supplies.

Analysis:

Every fiscal year the Fire Department budgets for material purchase of medical supplies. The current contract the Fire Department is utilizing via interlocal agreement with Cedar Hill, expires on February 28, 2021. On October 29, 2020, the City of Midlothian released an Invitation to Bid for EMS Fire Dept Medical Supplies. This bid was advertised in the Midlothian Mirror and on the City website on October 29th and November 5th, 2020. Twenty-four bidders requested bid specifications directly from the City website and seven bids were received by the bid closing time on November 20, 2020 at 11:00 a.m., CST with Bound Tree and Life-Assist being the most advantageous of the seven bids received. Bound Tree was the overall lowest bid. On December 8, 2020, the City of Midlothian approved awarding a contract with Bound Tree Medical, LLC.

The Fire Department is requesting approval to purchase under the City of Midlothian's contract with Bound Tree Medical, LLC through an Interlocal Agreement with the City of Midlothian.

Legal Review:

The City's standard purchasing contract is reviewed by legal periodically, with changes made as requested.

Fiscal Impact:

The fiscal impact of this agenda item is \$97,500.00. The funds are budgeted in the Fire Departments annual budget for FY20-21.

Recommendation:

The Fire Department recommends approval of the contract.