



AGENDA ITEM 2020-453

AGENDA CAPTION: Consider and act upon awarding a two-year contract with three, one-year extension options to Bound Tree Medical, LLC (Bound Tree) with an alternate contract to Life-Assist, Inc. (Life-Assist) to provide EMS Fire Dept Medical Supplies for the City of Midlothian effective January 1, 2021.

ITEM SUMMARY/BACKGROUND:

An Invitation to Bid was released for EMS Fire Dept Medical Supplies on October 29, 2020. 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 and Life-assist will serve as a secondary option in the event Bound Tree cannot supply the needed product.

SPECIAL CONSIDERATION: Due to our current COVID-19 situation, vendors are unable to provide annual pricing. They are requesting 30-day pricing review subject to manufacturer increases which will be substantiated with the EMS Battalion Chief and Purchasing Agent. They are also agreeable to price decrease consideration if applicable.

FINANCIAL IMPACT/FUNDING SOURCE:

These services will be on an as-needed basis throughout the year. Funding is available in 105-619-343. Contract will be two years with three one-year renewal extensions.

ATTACHMENTS:

1. Bid Tabulation
2. Contract – Bound Tree Medical, LLC
3. Contract – Life-Assist, Inc.

ALTERNATIVES:

Approve or Deny.

RECOMMENDATION:

Staff recommends approval as presented.

SUBMITTED BY and TO BE PRESENTED BY: Dale McCaskill, Fire Chief, for the December 8, 2020 City Council meeting.

A handwritten signature in black ink, appearing to read 'Dale McCaskill', with a large, stylized loop at the end.

REVIEWED BY:

Ann M. Honza

Ann Honza, CPA, Finance Director

REVIEWED BY:

Mary McDonald

Mary McDonald, Deputy City Secretary

APPROVED BY:

Chris Dick

Chris Dick, City Manager