



**PURCHASING ITEM
FOR
COUNCIL AGENDA**

1. Agenda Item Number:

39

2. Council Meeting Date:

February 28, 2008

TO: MAYOR & COUNCIL

3. Date Prepared: February 5, 2008

THROUGH: CITY MANAGER

4. Requesting Department: Fire

5. **SUBJECT:** Extend contract FA5-345-2139 with Henry Schein, Inc., for the purchase of emergency medical supplies, in the amount of \$35,000.

6. **RECOMMENDATION:** Recommend approving the extension of contract FA5-345-2139 with Henry Schein, Inc., for the purchase of emergency medical supplies, in the amount of \$35,000.

7. **HISTORICAL BACKGROUND/DISCUSSION:** As the City grows, so do the emergency services demands on the Fire Department. The contract with Henry Schein was originally anticipated to cover the operational needs of the Fire Department's EMS Operations. We have added on-site paramedic training, which significantly increased the amount of goods and supplies we ordered from Henry Schein. For all of those needs, Henry Schein has performed very well. The Fire Department has enjoyed good products and service at competitive prices.

8. **EVALUATION PROCESS:** In November 2004, the City issued a bid for emergency medical supplies for the Fire Department. The IFB was advertised, all registered vendors were notified, and additional copies were sent to known suppliers of the requested items. Nine (9) bids were received and opened December 1, 2004 and an award was made to Henry Schein, Inc., the lowest responsive, responsible vendor. A contract was awarded at that time for one-year with options to renew for four (4) one-year periods. Staff has been satisfied with the service provided by the current contractor. This is the third of the one (1) year renewals.

9. **FINANCIAL IMPLICATIONS:** Funds will be paid through budget line item 101-2220-0000-5322, in the amount of \$35,000, as needed to purchase emergency medical supplies.

10. **PROPOSED MOTION:** Extend contract FA5-345-2139 with Henry Schein, Inc., for the purchase of emergency medical supplies, in the amount of \$35,000.

APPROVALS

11. Requesting Department

Paul Nies

Paul Nies, Battalion Chief EMS Division

12. Department Head

Jim Roxburgh

Jim Roxburgh, Fire Chief

13. Procurement Officer

Sharon Brause

Sharon Brause, CPPB

14. City Manager

W. Mark Pentz

W. Mark Pentz