



TO: Board of Contracts and Awards
FROM: James P. Duggan, Fire Chief
Michael Fitzgerald, Assistant to the Chief, Budget & Finance
COPY: City Council, City Manager, City Clerk, SBE Coordinator, LEAP Coordinator, and
Jessica Tonka, Finance/Purchasing
SUBJECT: Extend and Increase Contract for Medical Supplies, SAP Contract No.
4600012266 - December 18, 2018
DATE: December 3, 2018

RECOMMENDATION SUMMARY:

The Tacoma Fire Department (TFD) requests approval to increase Contract No. 4600012266 to Life Assist, Inc., Rancho Cordova, California, by \$200,000 plus any applicable taxes for emergency medical supplies. This increase will bring the contract to a cumulative total of \$540,000 plus any applicable taxes.

STRATEGIC POLICY PRIORITY:

- Strengthen and support a safe city with healthy residents.
- Encourage and promote an efficient and effective government, which is fiscally sustainable and guided by engaged residents.

The proposed increase and contract extension will provide additional emergency medical supplies and equipment needed for TFD staff to respond effectively to emergency medical services (EMS) incidents in TFD’s service area. Purchasing from the vendor using the terms and pricing available from East Pierce Fire & Rescue’s contract enables City staff to efficiently and cost effectively contract for needed supplies and equipment in 2019.

BACKGROUND:

In 2017, based upon terms and pricing provided in East Pierce Fire & Rescue Agreement No. 98390FDS, the City of Tacoma issued a contract totaling \$200,000 plus tax to Life Assist, Inc. to provide emergency medical supplies and equipment as needed to TFD.

The City Council approved Resolution No. 40052 on July 10, 2018, which authorized a contract increase of \$140,000 plus tax to a cumulative contract total of \$340,000, to enable TFD to purchase additional supplies and equipment during the balance of 2018.

ISSUE: TFD is requesting to increase and extend the contract with Life Assist, Inc. to purchase emergency medical supplies and equipment, such as bandages, intravenous fluids, cervical collars, and nitrile gloves, to be utilized by first responders in medical emergency situations.

ALTERNATIVES: The City could release its own Request for Bids for medical supplies and equipment. To date, TFD staff is still satisfied it will not obtain better terms and pricing from its own solicitation than it can already obtain using that available through the East Pierce Fire & Rescue contract.



COMPETITIVE SOLICITATION: East Pierce Fire & Rescue Contract No. 98390FDS is a competitively solicited contract valid through December 31, 2019 with the option to extend for one additional one-year term. East Pierce Fire and Rescue conducted a Request for Bids and five submittals were received on December 1, 2015 and a contract was awarded to Life Assist, Inc. This contract meets Tacoma’s competitive solicitation requirements by means of an interlocal purchasing agreement with East Pierce Fire and Rescue. This contract provides highly competitive pricing with a 25% catalog price discount and is utilized by several entities throughout the region.

CONTRACT HISTORY: The City of Tacoma established SAP Contract No. 4600012266 February 17, 2017, in the amount of \$200,000. In July 2018, the SAP contract was approved for an increase of \$140,000 to allow for additional purchases of medical supplies and equipment through the end of 2018. East Pierce Fire & Rescue has extended its contract through December 31, 2019 and TFD is subsequently requesting to increase and extend the contract with Life Assist, Inc. through 2019.

SUSTAINABILITY: Use of the Life Assist, Inc. contract assists TFD in its goal to more efficiently contract for the provision of emergency medical supplies. The vendor does not publicize its environmental and sustainability policies.

SBE/LEAP COMPLIANCE: Not Applicable.

DISADVANTAGED BUSINESS ENTERPRISE (DBE): Not Applicable.



FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
1155 EMS Special Revenue	609100	5210300	\$200,000
TOTAL			\$200,000

* General Fund: Include Department

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
TOTAL			

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$200,000 (2019-2020 Biennium)

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes