



TO: Board of Contracts and Awards
FROM: James P. Duggan, Fire Chief, Tacoma Fire Department
Michael Fitzgerald, Assistant to the Chief, Tacoma Fire Department
COPY: City Council, City Manager, City Clerk, SBE Coordinator, LEAP Coordinator, and
Kimberly Ward, Finance/Purchasing
SUBJECT: Increase SAP Contract No. 4600012266, Life Assist Inc., Medical Supplies
DATE: June 18, 2018

RECOMMENDATION SUMMARY:

The Tacoma Fire Department (TFD) recommends the contract awarded to Life Assist, Inc., Rancho Cordova, California, be increased by \$140,000 to a cumulative contract total of \$340,000 plus any applicable taxes, for emergency medical supplies and equipment.

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

BACKGROUND:

In 2017, based upon terms and pricing provided in East Pierce Fire & Rescue District Agreement No. 98390FDS, the City of Tacoma issued a contract totaling \$200,000 plus tax to Life Assist to provide emergency medical supplies and equipment as needed to TFD. Through May 2018, TFD expended the entire contract amount. TFD staff requests that the contract be increased by an additional \$140,000 to enable TFD to purchase additional supplies and equipment during the balance of 2018.

ISSUE: The current contract (4600012266) does not expire until 12/31/2018 and has two more optional renewals, but is currently out of funds. TFD is requesting additional funds to utilize this contract through its expiration date.

ALTERNATIVES: The City could release its own RFB 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 the East Pierce Fire contract.

COMPETITIVE SOLICITATION:

In November 2015, East Pierce Fire & Rescue issued to interested vendors an invitation to bid for a multi-year contract to furnish emergency medical supplies and equipment. Five vendors responded to the solicitation. East Pierce issued a contract to Life Assist, Inc., the apparent low bidder.



In February 2017, the City established a contract with Life Assist using terms and pricing available from the East Pierce Fire contract. The City previously executed an interlocal cooperative purchasing agreement with East Pierce Fire. Section 4.6 of the East Pierce Fire contract with Life Assist includes provision for cooperative purchases from other public agencies.

CONTRACT HISTORY: The City of Tacoma established SAP Contract No. 4600012266 February 17, 2017, in the amount of \$200,000. In late 2017, East Pierce Fire extended its contract through December 31, 2018. In February 2018, TFD requested and the City authorized an extension of its contract with Life Assist, Inc. through the end of 2018.

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	\$140,000
TOTAL			\$140,000

* General Fund: Include Department

REVENUES:

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

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$140,000

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes