

**REPORT FROM THE CITY MANAGER TO CITY COUNCIL
January 13, 2014**

SUBJECT: AWARD OF BID FOR EMERGENCY MEDICAL SUPPLIES AND EQUIPMENT

ADMINISTRATIVE SUMMARY

- Request for proposals were advertised, available on the MITN e-procurement system and opened on Tuesday, October 8, 2013 by the City of Farmington Hills on behalf of the Southeast Michigan Emergency Medical Supplies Cooperative (SMEMS) with extensions to the MITN Purchasing Cooperative. Notification of solicitation was sent to over 100 vendors with 10 responding (Bound Tree Medical, Emergency Medical Products, Henry Schein, Interboro Packaging, J & B Medical Supply, Med-Part, Midwest Medical, Moore Medical, Quad Med & Sunshine Medical). There are over 200 members of the SMEMS represented for this solicitation including such entities as Farmington Hills, Birmingham, Bloomfield Township, Sterling Heights, Royal Oak, Southfield, Waterford and West Bloomfield Township with a local total estimated purchase volume of 1.75 million dollars annually.
- The specifications called for volume discount pricing on 289 highly used emergency medical products including incident expendable supplies as well as training supplies and equipment. These items were determined by the SMEMS to be the most often ordered and made up approximately 60% of their medical supplies budget. Also requested as part of the specification was a contracted additional discount off the published list price for full line categories such as diagnostic, immobilization, extrication and disaster preparedness equipment. The final pricing required fixed additional discount off any remaining items in their catalog.
- City staff, in conjunction with members of the SMEMS evaluated proposals and awarded points based on each vendor’s customer service approach, qualifications (including references), pricing and value adds (such as rebates and training tools). The three (3) vendors whose proposal had the highest point total were shortlisted for interview. The short list evaluation was based on more specific pricing questions regarding breadth of inventory, availability of products and ease of ordering process (including ordering, delivery, billing and website ordering demonstration. Upon completion of the final step, the evaluation committee determined that J & B Medical Inc. was the lowest, most qualified bidder based upon ALL criteria.
- City staff and the SMEMS continue to be excited about this program and the continued support of a Michigan based supplier. The potential economic benefit is significant and demonstrates one of the many advantages of cooperative purchasing.
- Funding for these products is budgeted and available in the Fire Department supply account. The City of Farmington Hills estimated annual expenditure under this contract is \$50,000.

SHORT LIST POINT TABULATION (complete written, pricing & interview tabulation available upon request)

Name	City/State	Written Response Point Award	Interview Point Award	Total Point Award
J & B Medical Supply	Wixom, MI	91	79.5	170.5
Bound Tree Medical	Dublin, OH	67	65	132
Henry Schein	Melville, NY	81	32	113

RECOMMENDATION

In view of the above, it is recommended that City Council authorize the City Manager to sign a contract with J & B Medical and issue budgeted purchase orders for a three (3) year term for emergency medical supplies and equipment and for three (3) additional one (1) year terms under the same terms and conditions upon mutual consent of the City and vendor.

Prepared by: Michael Lasley, Director of Central Services
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