City Council Report

Date: April 15, 2019

To: City Council

Through: Michael Kennington, Chief Financial Officer

From: Edward Quedens, Business Services Director
Matt Bauer, Procurement Administrator

Subject: One-Year Renewal with a One-Year Renewal Option to the Term Contract for Safety and Medical Supplies for the Police Department **(Citywide)**

Recommendation

Council is requested to approve the contract renewal as recommended.

The Police Department and Purchasing recommended authorizing the renewal with Henry Schein Inc.; Life-AssisT, Inc. dba Life-Assist, Inc.; and Mastermans LLP.; at $65,000 annually, with an annual increase allowance of up to 5% or the adjusted Consumer Price Index.

Background / Discussion

This contract provides miscellaneous safety supplies for use throughout the Police Department (PD). The supplies are used daily to conduct investigations, collect evidence and ensure crime scene integrity (gloves, sanitizers, safety glasses, face masks and bio-hazard items). These items are essential to maintaining sanitary practices and taking precautions against spreading germs.

Henry Schein, Life-Assist, and Mastermans have agreed to renew the contract under the same terms, conditions and current pricing. The vendors are holding pricing for the 4th year of the contract term. The City is only renewing with three of the four original vendors; one vendor was awarded a single item which is no longer available. PD will order the item from another vendor. Rebidding this contract would likely expose the City to higher prices. The City has been satisfied with each vendor's performance. This contract continues to be advantageous to the City and it is in the City's best interest to renew the contract.

Purchase Information

Action: Renewal (1st of 2 possible)
Procurement Type: Request for Bids
Contract Number: 2016152
Responses Received: 13 (2 Non-Responsive) and 1 No Bid response
Original Council Award Date: 6/20/2016
Initial Contract Term: Three years
Funding Source: Police Department operating budget