



# CITY OF LONG BEACH

# R-26

DEPARTMENT OF FINANCIAL MANAGEMENT

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October 5, 2010

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

## RECOMMENDATION:

Adopt Specifications No. PA-01710 and award contracts to Mozena Medical Supplies & Equipment, Inc., a Long Beach-based business (not an MBE, WBE, or SBE), Life-Assist, Inc., of Rancho Cordova, CA (not an MBE, WBE, or SBE or Local), and Bound Tree Medical, LLC, of Dublin, OH (not an MBE, WBE, SBE or Local), for furnishing and delivering emergency medical supplies in a combined estimated annual amount of \$250,000, for a period of one year, with the option of renewal for one additional one-year period, at the discretion of the City Manager. (Citywide)

## DISCUSSION

City Council approval is being requested to enter into annual contracts with Mozena Medical Supplies & Equipment, Inc., Life-Assist, Inc., and Bound Tree Medical, LLC, for emergency medical supplies that support the Fire Department Paramedics. A multiple award is recommended to ensure all supplies are available, received expeditiously, and at the lowest cost. These contracts are required to obtain a full-range of emergency medical products including bandages, extrication collars, burn sheets and pharmaceuticals; and are utilized in patient care for emergency response and transport.

The bid for emergency medical supplies was advertised in the Press-Telegram on March 31, 2010, and 248 potential bidders specializing in emergency medical supplies were notified. Of those bidders, 55 downloaded the bid via our electronic bid system. The bid document was made available from the Purchasing Division, located on the seventh floor of City Hall, and the Division's website at [www.longbeach.gov/purchasing](http://www.longbeach.gov/purchasing). A bid announcement was also included in the Purchasing Division's weekly update of Open Bid Opportunities, which is sent to 30 local, minority and women's business groups. Six bids were received and a public bid opening occurred on April 20, 2010. Of those six bidders, none are Minority-Owned Business Enterprises (MBEs); none are Women-Owned Business Enterprises (WBEs); none are Small Business Enterprises (SBEs); and two are Long Beach businesses (Local). Mozena Medical Supplies & Equipment, Inc., of Long Beach, CA (not an MBE, WBE, or SBE), Life-Assist, Inc., of Rancho Cordova, CA (not an MBE, WBE, SBE or Local), and Bound Tree Medical, LLC, of Dublin, OH (not an MBE, WBE, SBE or Local), are the lowest responsible bidders.

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### **Local Business Outreach**

Our outreach goal during the bid process is to encourage Long Beach businesses to take advantage of local preferences offered by the City and submit bids for City contracts. We assist businesses with registering on our Bids Online database to download the bid specifications. Nine Long Beach vendors were contacted to offer local outreach, of which seven downloaded the bid, and two submitted a bid. The Purchasing Division will offer a debriefing to the second Long Beach vendor that submitted a bid to educate them on the bid process, results, and address any questions they may have. These debriefings assist local vendors with future bid opportunities. The Purchasing Division is committed to continuing to perform outreach to local vendors to expand the bidder pool.

The matter was reviewed by Deputy City Attorney Amy R. Burton on September 14, 2010 and Budget Management Officer Victoria Bell September 16, 2010.

### TIMING CONSIDERATIONS

City Council action to adopt Specifications No. PA-01710 and award contracts concurrently is requested on October 5, 2010 to ensure that the contracts are in place expeditiously.

### FISCAL IMPACT

Sufficient funding for the estimated annual contract cost of \$250,000 is budgeted in the General Fund (GP) in the Fire Department (FD). There is no job impact associated with this request.

### SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



LORI ANN FARRELL  
DIRECTOR OF FINANCIAL MANAGEMENT/CFO

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APPROVED:



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PATRICK H. WEST  
CITY MANAGER