

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

DEPARTMENT: El Paso Fire Department

AGENDA DATE: October 11, 2011

CONTACT PERSON NAME AND PHONE NUMBER: Wade Warling, Logistics Chief, (915) 771-1071
Bruce Collins, Purchasing Manager, (915) 541-4308

DISTRICT(S) AFFECTED:

SUBJECT:

That the Purchasing Manager for Financial Services, Purchasing Division be authorized to issue a Purchase Order(s) to Henry Schein, Inc., a vendor under Texas Association of School Boards (TASB BuyBoard) under Contract No. 374-11 in the estimated amount of \$200,000 for medical supplies for FY 2012 for the EPFD.

BACKGROUND / DISCUSSION:

During FY 2011 the EPFD spent approximately \$54, 000.00 to procure and equip all fire personnel with the necessary medical equipment which is otherwise available through this source and an additional \$200,000 from another source that will no longer be readily available for all items needed. In anticipation of the same level of response activity the request is submitted to prevent delays in obtaining the necessary supplies. The current threshold for Buy Board is \$50,000.00.

PRIOR COUNCIL ACTION:

N/A

AMOUNT AND SOURCE OF FUNDING:

Department: Fire Department
Amount: \$200,000.00
Funds Available: Dept # 22010320, Acct # 503112, Fund # 01101 Class # 22000
Funds Source: General Fund – Clinical/Medical Supplies

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:

(If Department Head Summary Form is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

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To: Bruce Collins, Purchasing Manager, (915)541-4308

From: Wade Warling, Logistics Chief

Date: August 2, 2011

Re: Henry Schein, Buy Board Contract, # 374-11, Threshold increase to \$ 200,000.00

The El Paso Fire Department recommends utilizing Henry Schein, Buy Board, Contract # 374-11 to purchase necessary medical supplies in the amount of \$200,000.00 for FY 2012.

1. **Is there an urgent need for the product/service? In other words is time of the essence?**

It is critical that the EPFD has the ability to utilize Henry Schein to adequately supply necessary medical supply items. The current \$ 50,000.00 threshold hampers the efforts by procurement personnel from maintaining an adequate inventory once the threshold is exhausted. Time is critical in being able to maintain continuity in supply replenishment.

2. **Does the purchase through the program promote the standardization of equipment?**

Henry Schein carries a wide variety of medical equipment both expendable, and non-expendable. The supplies approved for use by medical personnel within the EPFD is finite in that they remain consistent.

3. **Does the purchase through the program support local business? If not is there a comparable product/service available locally?** The purchase does not support local business due to the volume of items being purchased. There are specific items that can be sourced locally, and effort is given to obtaining those items that local business can supply.

4. **Do the available vendors have prior work experience and/or familiarity with the City Of El Paso?** The available vendors have a long history of business with the City Of El Paso, and the EPFD.

5. **Is the pricing reasonable as compared to other similar products/work performed for the City Of El Paso in the past or as quoted from other companies?**

The pricing is reasonable, and compares favorably with other companies that the EPFD uses. Company performance is very good due to the excellent delivery times of the ordered items. The EPFD has made the determination that purchasing from this cooperative offers the most cost-effective pricing. Price reasonableness has been established because the cooperative purchasing agency used a competitive bidding process in the awarding of the contract. The participation by the City of El Paso in the Texas Association of School Boards (TASB BuyBoard) was approved by Mayor and City Council on August 21, 2007.

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