

**INDIAN RIVER COUNTY  
OFFICE OF MANAGEMENT AND BUDGET  
PURCHASING DIVISION**

**DATE:** May 31, 2018

**TO:** BOARD OF COUNTY COMMISSIONERS

**THROUGH:** Jason E. Brown, County Administrator  
Mike Smykowski, Budget Director

**FROM:** Jennifer Hyde, Purchasing Manager

**SUBJECT:** Award of Bid 2018057 – Annual Bid for Medical Supplies

**BACKGROUND:**

The Fire Rescue Division requested the solicitation of bids to establish firm fixed pricing for medical supplies for Fire Stations on an annual basis. The term of this bid is one year, with the option for two additional one-year renewals, subject to vendor acceptance, satisfactory performance and staff’s determination that the renewal would be in the best interest of the County.

**BID RESULTS:**

Advertising Date: April 26, 2018  
 Bid Opening Date: May 18, 2018  
 Demandstar/BidExpress Broadcast to: 44 Subscribers  
 Bid Documents Downloaded by: 12 Vendors  
 Replies: 5 Vendors

Moore Medical, LLC’s bid was disqualified for failure to sign the mandatory Disclosure of Relationships form. Annual bid prices submitted were:

| Bidder’s Name                             | Location        | Total Base Bid (one of each item) | Total Bid at Estimated Annual Quantities |
|---|-----------------|-----------------------------------|--|
| Bound Tree Medical                        | Dublin, OH      | \$5,004.85                        | \$203,714.61                             |
| Concordance Healthcare Solutions, LLC     | Earth City, MO  | \$6,645.41                        | \$217,163.38                             |
| Henry Schein                              | Irmo, SC        | \$5,390.42                        | \$224,593.67                             |
| Moore Medical LLC                         | Farmington, CT  | DQ                                | DQ                                       |
| Nashville Medical and EMS Products , Inc. | Springfield, TN | \$6,316.97                        | \$264,021.76                             |

**ANALYSIS:**

The quantities and types of items needed vary, and are ordered monthly to minimize inventory and ensure shelf-life isn't exceeded. Total expenditures on these medical supplies for FY 16/17 were \$229,950. The Fire Rescue Division recommends award to the three lowest responsive and responsible bidders, to enable purchase from the lowest priced bidder for the items needed. Award to multiple vendors will also provide backup suppliers for these vital supplies.

**SOURCE OF FUNDS:**

Funds for the anticipated purchases are available in the Emergency Services District's Fire Rescue – Medicine and Medical Supplies. Unencumbered funds in the amount of \$36,000 are available, as is approximately \$34,000 in unspent funds allocated against existing blanket Purchase Orders to cover the estimated \$70,000 needed to fund these purchases for the remainder of the current FY.

| Account Number  | Account Description                         | FY 17/18 Budget |
|-----------------|---|-----------------|
| 11412022-035270 | Fire Rescue – Medicine and Medical Supplies | \$70,000        |

**RECOMMENDATION:**

Staff recommends the Board award bid 2018057 to Bound Tree Medical, Concordance Healthcare Solutions, LLC and Henry Schein. Staff also recommends the Board authorize the Purchasing Division to issue blanket purchase orders to the recommended bidders, and authorize the Purchasing Manager to renew this bid for two (2) additional one (1) year periods subject to satisfactory performance, vendor acceptance, and the determination that renewal of this annual bid is in the best interest of Indian River County.