

# Mayor and Council Communication

**DATE:** 09/12/23

**M&C FILE NUMBER:** M&C 23-0747

**LOG NAME:** 13P AMEND NO. 1 COOP BB 704-23 EC FIRE

**SUBJECT**

(ALL) Authorize Execution of Amendment No.1 to City Secretary Contract No. 59761 with Bound Tree Medical, LLC. for First Aid, Emergency Medical and Athletic Trainer Supplies and Equipment to Increase the Annual Amount by \$50,000.00 for a New Total of \$150,000.00 Using BuyBoard Cooperative Contract No. 704-23 for the Police and Fire Departments

**RECOMMENDATION:**

It is recommended that the City Council authorize execution of amendment No.1 to City Secretary Contract No. 59761 with Bound Tree Medical, LLC. for first aid, emergency medical and athletic trainer supplies and equipment to increase the annual amount by \$50,000.00 for a new total of \$150,000.00 using BuyBoard Cooperative Contract No. 704-23 for the Police and Fire Departments.

**DISCUSSION:**

In June 2023 the Police Department approached the Purchasing Division to enter into an agreement with Bound Tree Medical, LLC., for first aid, emergency medical and athletic trainer supplies and equipment under BuyBoard Cooperative Agreement 704-23. City Secretary Contract No. 59761 was executed on July 12, 2023, for an annual amount up to \$100,000.00. On June 23, the Fire Department submitted a requisition requesting Purchasing enter into an agreement with Bound Tree Medical, LLC. under BuyBoard 704-23 with an annual spend up to \$50,000.00. The combined annual spend will be for an amount up to \$150,000.00.

The contract will be utilized by the Police and Fire Departments to purchase a variety of first aid, emergency medical and athletic trainer supplies and equipment such as, but not limited to: single use blades for laryngoscopes, stethoscopes, curaplex tape, etc.

The maximum amount allowed under this agreement citywide will be \$150,000.00, however, the actual amount used will be based on the need of the department and available budget. The annual department allocation for this agreement is:

<b><u>Department</u></b>	<b><u>Estimated Annual Amount</u></b>
Police Department	\$100,000.00
Fire Department	\$50,000.00

BuyBoard 704-23 has a term through May 31, 2024. The Request for Offer for BuyBoard Contract No. 704-23 was published on July 12, 2022, and responses were opened on January 26, 2023. BuyBoard contracts offer fixed discounts. Staff reviewed the pricing and determined it to be fair and reasonable.

State law provides that a local government purchasing an item under a Cooperative Purchasing Agreement satisfies state laws requiring that the local government seek competitive bids for the purchase of the item. BuyBoard 704-23 has been competitively bid to increase and simplify the purchasing power of government entities.

Funding is budgeted in the Police and Fire Department's Drugs Medicines and Lab account within the General Fund for Fiscal Year 2024.

The agreement may be renewed for up to two additional one-year terms, in accordance with the terms of the BuyBoard Contract.

A M/WBE goal is not assigned when purchasing from an approved purchasing cooperative or public entity.

An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

This project will serve ALL COUNCIL DISTRICTS.

**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that upon approval of the above recommendation and adoption of the Fiscal Year 2024 Budget by the City Council, funds will be available in the Fiscal Year 2024 operating budget, as appropriated, in the General Fund. Prior to an expenditure being incurred, the Police and Fire Departments have the responsibility to validate the availability of funds.

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