



# City of Sacramento City Council

915 I Street, Sacramento, CA, 95814  
[www.CityofSacramento.org](http://www.CityofSacramento.org)

**Meeting Date:** 2/26/2013

**Report Type:** Consent

**Title: Contract: Purchase of Nitrile Gloves**

**Report ID:** 2013-00178

**Location:** Citywide

**Recommendation:** Pass a Motion awarding a one-year contract, with the option of two one-year extensions, to Bound Tree Medical, the lowest responsible and responsive bidder as a result of Bid No. B13121441008, for the purchase of nitrile gloves in an amount not to exceed \$470,000 including the first year and all extensions, and 2) authorizing the City Manager or his designee to execute the contract and the extensions(s).

**Contact:** Ronald Potter, Acting-Assistant Chief, (916) 808-2250, Fire Department.

**Presenter:** None.

**Department:** Fire

**Division:** Emergency Medical Response2510

**Dept ID:** 12001441

## **Attachments:**

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01-Description/Analysis

02 - Bid Results

03 - Background

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## **City Attorney Review**

Approved as to Form  
Lan Wang  
2/20/2013 4:52:23 PM

## **City Treasurer Review**

Reviewed for Impact on Cash and Debt  
Russell Fehr  
2/6/2013 12:58:59 PM

## **Approvals/Acknowledgements**

Department Director or Designee: Ray Jones - 2/15/2013 11:01:34 AM

## Description/Analysis

**Issue:** The Fire Department has ongoing requirements to purchase protective gloves for Emergency Medical Response personnel. Bound Tree Medical provides nitrile gloves that meet the minimum specifications. The nitrile gloves are standard exam, single use, ambidextrous, powder-free, and hypo-allergenic. The gloves are used by personnel to provide their hands with a barrier against exposure to a patient's bodily fluids.

In December 2012, staff posted an Invitation for Bid ("IFB") for the purchase of nitrile gloves. Staff obtained a total of nine bids for this IFB, three of which met the specifications provided in the IFB. Of the three that met the specifications, Bound Tree Medical was the lowest responsible and responsive bidder. Staff recommends that the City Council award a contract to Bound Tree Medical for the purchase of nitrile gloves.

**Policy Considerations:** The recommendations in this report are consistent with requirements for competitive bidding as detailed in Chapter 3.56 of the City Code. The Equal Benefits Ordinance ("EBO") is applicable to this contract and the vendor has affirmed its intent to comply. A signed Declaration of Compliance is on file.

The recommendations are in accordance with Sacramento City Council Resolution No. 2010-346, which prohibits the City from entering into any contract to purchase goods or services from any business or entity headquartered in Arizona, as Bound Tree Medical is headquartered in the state of Ohio.

**Economic Impacts:** None

**Environmental Considerations:** This report concerns administrative activities that will not have a significant effect on the environment, and does not constitute a "project" as defined by the California Environmental Quality Act (CEQA). [CEQA Guidelines, Sections 15061(b)(3), 15378(b)(2)].

**Sustainability:** There are no sustainability considerations applicable to awarding the contract for the purchase of nitrile gloves.

**Commission/Committee Action:** None

**Rationale for Recommendation:** The Fire Department has a responsibility to provide equipment, such as protective gloves, for emergency medical personnel. In December 2012, an IFB (Bid No. B13121441008) for the purchase of nitrile gloves was posted and advertised. A total of nine bids were received, three of which met the specifications in the IFB. Of the three that met specifications, Bound Tree Medical was the lowest responsible and responsive bidder. The prices submitted by the bidders are set forth as an attachment within this report. Therefore, staff recommends awarding a one-year contract with two one-year renewal options to the lowest responsible and responsive bidder, Bound Tree Medical, for the purchase of nitrile gloves, in a total amount not to exceed \$470,000 including the first year and all extensions. The recommended supplier meets all bid specifications.

**Financial Considerations:** Sufficient funds are available in the Fire Department Emergency Medical Services FY2012/13 operating budget for the purchase of nitrile gloves. Purchases for additional quantities made under the two one-year renewal options will be subject to the approved budget at the time of purchase.

**Emerging Small Business Development (ESBD):** Bound Tree Medical is not certified as an Emerging/Small Business Enterprise (ESBE).

## BID RESULTS

### BID NO. B13121441008 – Purchase of Nitrile Gloves

	<b>Bid Amount</b>	<b>5% E/SBE Preference Deduction</b>	<b>1% LBE Preference Deduction</b>	<b>Prompt Payment Discount</b>	<b>1% City Sales Tax Deduction</b>	<b>Sales Tax</b> (Bid total x 8%)	<b>Total Bid Evaluation</b>
Bound Tree Medical (Bid winner)	\$431,895.13	\$0	\$0	\$8,637.90	\$0	\$34,551.61	\$457,808.84
Life Assist	\$438,857.00	\$0	\$0	\$0	\$0	\$35,108.56	\$473,965.56
Rely Aid	\$449,719.27	\$0	\$0	\$0	\$0	\$35,977.54	\$485,696.81
Unipak*	\$32,144.88	\$0	\$0	\$0	\$0	\$2,571.59	\$34,716.47
Volvo Construction Equipment Rentals*	\$41,309.19	\$0	\$826.18	\$0	\$413.09	\$3,304.74	\$43,374.66
PH&S Products*	\$48,959.13	\$0	\$0	\$0	\$0	\$3,916.73	\$52,875.86
Peggy S. Brooks Company*	\$338,317.98	\$16,915.90	\$0	\$0	\$0	\$27,065.44	\$348,467.52
Thrifty Medical Supply*	\$394,473.14	\$19,723.66	\$0	\$0	\$0	\$31,557.85	\$406,307.33
American Commodities*	\$450,618.46	\$22,530.92	\$0	\$13,518.55	\$0	\$36,049.48	\$450,618.47

**Recommend Award of Contract To:**

Bound Tree Medical  
5000 Tuttle Crossing  
Dublin, OH 43016

**Total Amount of Award:** \$470,000.00

**Total Actual Bid Amount:** \$466,446.74 (Total actual amount is bid amount plus sales tax)

\*Vendors considered non-responsive because either of the following:

- Vendor did not provide any specification literature regarding their gloves with their bid submitted.
- The specification literature for the gloves provided by Vendor did not meet the minimum values listed in the IFB.
- Vendor could not provide gloves at the unit cost mentioned in the bid they submitted (in three cases, vendors failed to provide the unit cost by “case” and instead provided a unit cost per “box”).

### Background

The Fire Department has an ongoing requirement to purchase nitrile gloves for use by City Emergency Medical Response personnel. In December 2012, an Invitation for Bid (“IFB”) B13121441008 for the purchase of nitrile gloves was posted and advertised. Nine (9) vendors submitted bids. During bid evaluation, it was determined that the bids from the following lowest bidders, were considered as non-responsive.

- 1) Unipak was determined non-responsive because the vendor could not provide gloves at the price mentioned in their bid and did not provide any specification literature regarding their gloves.
- 2) Volvo Construction Equipment Rentals was considered non-responsive because the specification literature provided for their gloves did not meet the minimum values listed in the IFB.
- 3) PH&S Products was determined non-responsive because the specification literature provided for their gloves did not meet the minimum values listed in the IFB.
- 4) Peggy S. Brooks Company was determined non-responsive because the specification literature provided for their gloves did not meet the minimum values listed in the IFB. The Vendor also did not provide sample gloves within a dispenser box as listed in the IFB.
- 5) Thrifty Medical Supply was determined non-responsive because the vendor did not provide any specification literature regarding their gloves.
- 6) American Commodities was determined non-responsive because the specification literature provided for their gloves did not meet the minimum values listed in the IFB.

Therefore, staff recommends an award be made to the lowest responsible and responsive bidder, Bound Tree Medical, for a one-year contract, with two one-year extensions, for the purchase of nitrile gloves in a total amount not to exceed \$470,000. The recommended supplier meets all bid specifications.